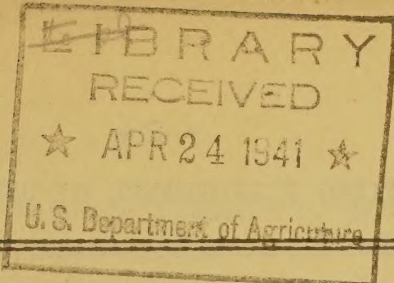


1.42  
Ea7F  
Cop. 1



Form ECR-516 N. C. (Part I)

Issued March 1941

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
EAST CENTRAL DIVISION

1941 AGRICULTURAL CONSERVATION PROGRAM

NORTH CAROLINA

PROCEDURE FOR DETERMINATION OF PERFORMANCE

These instructions outline the method of establishing proof of performance in accordance with the provisions of the 1941 Agricultural Conservation Program including 1941 special crop acreages and the soil-building practices carried out under the program.

INDEX

PART I. - CHECKING PERFORMANCE BY USE OF PHOTOGRAPHS.

Page No.

Section I.	- Definitions . . . . .	2
Section II.	- Conduct Of Work . . . . .	3
Section III.	- General Use And Care Of Photographs, Farm Maps, Cut-Outs, And Forms ECR-518 . . . . .	4
Section IV.	- Preparation And Assembly Of Materials In County Office . . . . .	6
Section V.	- General Instructions For Local Supervisors . . . . .	7
Section VI.	- Procedure For Checking Special Crops Using 1940 Enlargements . . . . .	11
Section VII.	- Procedure For Checking Special Crops Using New Enlargements . . . . .	12
Section VIII.	- Procedure For Use Of Farm Maps As The Primary Means Of Checking Special Crops . . . . .	12
Section IX.	- Instructions To Supervisors For Recording Information On Form ECR-518 . . . . .	13
Section X.	- Checking Supervisor's Report In County Office . . . . .	17
Section XI.	- Rechecking . . . . .	18

PART II. - CHECKING PERFORMANCE BY GROUND MEASUREMENT.

PART III. - COMPLETION OF FORM ECR-518 IN COUNTY OFFICE.

PART IV. - PREPARATION OF FORM ECR-520, APPLICATION FOR PAYMENT.



PART I. - CHECKING PERFORMANCE BY USE OF PHOTOGRAPHS.

---

SECTION I. - DEFINITIONS

As used in these instructions the following words and phrases have the following meanings:

1. Farm map. - A map of a farm (showing boundaries and acreages of fields) reproduced from a tracing which was made in the county office either by direct tracing or pantographed (enlarged) from the aerial photograph on which such farm is shown.
2. Premeasurement map. - A farm map or a tracing showing location and acreages of fields and subdivisions which were measured by a supervisor employed for that purpose by the county association, before planting to special crops.
3. Cut-out. - A photographic reproduction of an individual farm made by cutting out the farm from an enlargement.
4. Sketch or sketch map. - An approximate map of a farm or a field prepared by a supervisor from observations and measurements (chained or paced); not traced from a photograph.
5. Photograph; enlargement. - These terms are synonymous as used in connection with performance checking; an aerial picture, reproduced by enlarging from a negative. Photographs are not maps in the true sense of the word and should not be so called.
6. Permanent boundary. - A fixed boundary, definable on the ground, and on the photograph if present when the photograph was made, such as a fence, hedge, permanent ditch, creek, road, lane, wood line, farm boundary, or similar permanent features, or combinations of those.
7. Temporary boundary. - A division line between crops which is not fixed and which either would disappear when the crops are removed or could be easily moved, as in the case of a temporary fence.
8. Field. - A body of land with a complete permanent boundary.
9. Subdivision. - A portion of a field devoted to a crop, a practice, or other land use different from the remainder of the field or a portion of a field (or other subdivision) devoted to a special crop or a practice which is divided between producers on a basis different from that on which such crop in the remainder of the field (or subdivision) is divided.
10. Computed acreage. - Acreage determined by figuring from measurements made. This method is not as accurate as rotometering or planimetering, unless the measurements are carefully made and the field is a true rectangle or the angles have been accurately determined with surveying instruments. It should never be used in counties in which aerial photographs or farm maps are available except in those cases where it is specifically authorized by the State Office.



11. Measured acreage. - Acreage accurately determined in the county office by (1) computing as in 10 above, (2) rotometering or planimetering on the photograph or (3) reference to records of acreages previously arrived at by rotometering or planimetering.

12. Careful estimate. - An acreage determined by the supervisor by some simple method, such as scaling between identifiable points on the enlargement, pacing the sides or counting the fence posts or, in the case of a subdivision of a field, by arriving at the acreage of the subdivision as a proportion of the acreage of the whole field.

13. Premeasurement. - The determination before planting of acreages to be devoted to special crops by a supervisor employed by the county association for that purpose on farms in counties for which the State Committee has approved the measurement of special crop acreages before planting.

14. Participating farm. - A farm for which the owner or operator indicated on or before April 15, 1941 that such farm is taking part in the 1941 Agricultural Conservation Program.

15. Non-participating farm. - A farm for which the owner or operator did not indicate on or before April 15, 1941 that such farm is taking part in the 1941 Agricultural Conservation Program.

16. Allotment farm. - A farm for which a special crop (cotton, tobacco, wheat, peanut, potato or commercial vegetable) acreage allotment has been determined.

17. Non-allotment farm. - A farm for which no special crop acreage allotments have been determined.

## SECTION II. - CONDUCT OF WORK

A. Responsibility of county office. - County offices must exercise sufficient supervision to insure accurate and satisfactory work on the part of local supervisors, planimeter and rotometer operators, and other persons engaged in the preparation of Forms ECR-518 and ECR-520. A designated person in each county office should spot check the work of rotometer and planimeter operators and of others in the county office who work on completion of Form ECR-518 and on the preparation of Form ECR-520, at least once each week and more frequently if required by the State Office.

The county supervisor will be responsible to the county committee for the training and supervision of local supervisors and for taking up with them any errors found or comment made by the State Office representative in regard to their work. He will have charge of all work in the field in connection with checking performance and will spot check the work of local supervisors at sufficient intervals to determine that their work is accurate. A report of each spot check will be made on Form ECR-529, one copy of which will be filed in the county office, one copy delivered to the State Office representative, and one copy forwarded to the State Office.



The Chief Clerk or other designated person will be responsible for coordination of field and office work, the office operations incident to performance checking, and the office work on Forms ECR-518. A specified clerk shall be responsible for the distribution of enlargements, farm maps, and other required materials to supervisors; the checking of Forms ECR-518 as received from supervisors, and the preparation of progress reports.

B. Supervision by State Office. - Supervisors designated by the State Office will check two or more farms reported by each local supervisor, at least 2 percent of the farms on which performance is checked and at least two farms which have been rechecked by each recheck supervisor in connection with the disposition of excess acreage or at the request of the farm operator. At least one-half of the reports which are checked in each county will be selected at random. A report on Form ECR-529 for each farm checked by a State Office representative will be filed in the county office and a copy will be filed in the State Office.

The State Office representative will check the work of each planimeter or rotometer operator on at least 10 fields the acreages of which have been measured by such operator and will prepare a report on Form ECR-331 showing the acreage computed by the operator and the correct acreages as determined by the State Office representative. One copy of this report will be filed in the county office and one copy forwarded to the State Office.

State Office representatives will make a complete and careful audit of Forms ECR-518 and ECR-520 for at least 2 percent of the farms on which performance is checked but for not less than 25 farms in any county. The results of this check will be reported on Form ECR-534. One copy of this report will be filed in the State Office and one copy in the county office.

### SECTION III. - GENERAL USE AND CARE OF PHOTOGRAPHS, FARM MAPS, CUT-OUTS AND FORM ECR-418

Aerial photographic materials are of considerable value and must be given proper care. Photographs should be protected from moisture and direct light, and should never be rolled or folded. Every effort should be made to keep them clean and free of dust. Accurate record should be kept of all photographs taken to the field by each supervisor.

Inasmuch as the purpose of using aerial photographs, and farm maps prepared from them, in checking performance is to make possible the accurate determination of the acreages of crops and soil-building practices carried out under the program, it is important that all work in connection with each photograph or farm map be performed so as to accurately and effectively accomplish this objective.

A. Scale of enlargements. - Unless otherwise indicated 1 inch on the enlargement used in performance checking equals 660 feet on the ground (8 inches equals 1 mile). At this scale, 1 square inch on the photograph equals 10 acres and 1 linear inch equals 10 chains.



B. Correction factors for enlargements. - In some counties part of the photographs will be marked off into zones indicated by lines. The purpose of these zones is to correct for tilt of the camera at the time the picture was made or for differences in the elevation of different areas on the photograph. The factors furnished for each zone must be applied to the planimeter or rotometer readings to obtain acreages.

C. Usable areas of enlargements. - The area within which measurements are to be made on each photograph will be indicated by lines dividing the overlapping areas of the adjoining enlargements. In the margin of each photograph will be indicated the number of each overlapping photograph.

D. Photo-indexes. - These indexes will show by photograph number the relative location of photographs in the county. It also will serve to locate the photograph on which any particular farm appears, by study of the location of highways, towns, railroads, streams, etc. Most of the indexes furnished will have a scale of approximately 1 inch equals 1 mile.

E. Use of farm maps (blue line prints). - A farm map made from the photograph will be used for checking performance in 1941 on all farms for which such maps are available. Such map will show the correct acreage for each field with permanent boundaries and the total cropland in the farm to the best knowledge and belief of the county office. Each field will carry a number which will be the permanent designation of that field.

The supervisor should use the map to the fullest extent as an aid in reducing the time required in checking the farm. He will obtain from it the designation and acreage of each field for which an entry is required on Form ECR-518; also he will indicate on it boundary changes, subdivisions devoted to special crops and deductions from special crops. In counties where fields are fairly regular in shape and of sufficient size with but few subdivisions it will be used as the primary means of performance checking. In such areas the enlargement should be carried in the car by the supervisor, for reference if needed.

No area determinations will be made on the maps; all planimeter or rotometer work will be done on the enlargements.

Most farm maps are to the same scale as the enlargements, but a few have been enlarged. The supervisor should not be misled in estimating acreages from these enlarged maps. The photographs show ten acres to the square inch, while maps enlarged from the photographs to a scale of one inch equals 330 feet show two and one-half ( $2\frac{1}{2}$ ) acres to the square inch.

F. Use of cut-outs. - Cut-outs will be used in some counties for obtaining the acreage of fields which are identical with fields as shown in 1940.

G. Use of Form ECR-418. - Form ECR-418 should be carried in the performance envelope for use by the supervisor in (1) determining the acreages of special crop subdivisions which he can definitely ascertain are identical with 1940 special crop subdivisions, (2) estimating the acreages of practices, and (3) determining the measurements or acreage of deductions in some cases where the deductions are the same in 1941 as in 1940.



H. Use of premeasurement map. - On farms on which special crops were premeasured, the premeasurement map will be used in checking the acreages of fields and subdivisions devoted to special crops which are identical with the fields or subdivisions as shown on the premeasurement map.

#### SECTION IV. - PREPARATION AND ASSEMBLY OF MATERIALS IN COUNTY OFFICE

##### A. Preparation of enlargements.

1. Binding of edges. - Since the photographs will be used in the field for several years, the edges should be bound with tape to prevent tearing.

##### 2. Identification of farms.

a. On new enlargements. - Every farm within the usable area of each enlargement should be identified, if possible, and listed on the margin or the back of the photograph as an index to the farms appearing on it. The words "not in program" or the letters "N.P." (denoting "not participating") should be written on the index, after the name of the owner or operator, of each farm not participating in the 1941 Agricultural Conservation Program.

In identifying farms on the photograph the following method will be used:

Using red or black India ink accurately transfer the farm boundaries from the 1940 enlargements and place the farm serial number for each farm within the usable area on the photograph near the farm buildings or center of the farm. These numbers should be entered in small clear figures and circled. Care should be taken that the lines and figures do not obliterate field boundaries. In woodland, swamp, etc., the farm boundaries need be shown only approximately. In indicating farm boundaries extreme care must be taken to avoid obscuring the natural or fence boundaries shown on the photograph. A dashed line should be used where the farm boundary also is a field boundary or a highway. The line should be fine and should permit the photographed boundary to show through.

b. On 1940 enlargements. - The list of producers should be checked and corrections made for changes in producers' names, serial numbers and participating and non-participating farms. Corrections of farm boundaries indicated by 1940 supervisors should be inked. Lines should be corrected to show changes in ownership as reported by producers.

3. Listing farms appearing on overlapping photographs. - In listing the farms to be checked on each photograph, there should be included those for which the larger part of the farm lies within the usable area. In many cases, however, it will be advisable to check part of the farm on one photograph and the other part on the adjoining photograph. In such cases, the farm should not be checked until both photographs can be used on the farm at the same time. To identify the portion of the farm checked on each adjoining photograph, place on the margin of each photograph the farm serial number and the number of the adjoining photograph(s) on which the remaining portion of the farm is checked. Thus: (Serial No. 572 - Photo No. 15-87).



4. Wheat farms. - Where the acreage of wheat was checked in the spring of 1941 on the 1940 enlargements and new enlargements are to be used in 1941, the county office will not transfer the wheat field boundaries and numbers to the new enlargements.

B. Assembly of materials. - There should be assembled for each participating farm and for other farms for which tobacco or cotton allotments are determined for 1941 or such crops are planted in 1941:

1. Form ECR-518.
2. Form ECR-515, if applicable.
3. Form ECR-505, if applicable.
4. Copy of farm map (blue line print) or cut-out, if available.
5. Premeasurement map if farm was premeasured.
6. Form ECR-418 for the farm.

The above forms for each farm should be placed in an individual 9½ by 12-inch envelope so as to guard against loss or confusion with forms for other farms. The operator's name, the farm serial number, aerial photograph number, and any other information which would help identify the farm, should be shown on the outside of the envelope. All envelopes bearing the same photograph number should be grouped together.

C. Entries on Form ECR-518. - The following entries should be made on Form ECR-518 at the county office prior to delivery to the supervisors:

1. State and county code, 1941 farm serial number, photograph number, and the name and address of the 1941 operator.

2. The amount and description of each kind of conservation material furnished to the farm by the A.A.A.

3. The following from Form ECR-507 or Form ECR-511: Total cropland, non-cropland pasture, and commercial orchard in Section VI; special crop allotments, and yields, in Section VIII and the soil-building goal in Section IX.

4. The letters "N.P." with red pencil in a conspicuous place on the form, in the case of non-participating farms.

#### SECTION V. - GENERAL INSTRUCTIONS FOR LOCAL SUPERVISORS

A. Preparation. - The supervisor will receive from the county office the photograph and the envelopes for the farms on the photograph on which performance is to be checked. The 1940 enlargement will be carried to the field unless new photography is available, in which case the new photograph and cut-outs from the 1940 enlargements will be carried.

B. Care and use of photographs. - Photographs should be carried in a flat cardboard container or fastened to a light board. They must be kept flat, never rolled or creased, and must be protected from dirt and moisture. The photograph in use should be fastened to a light but rigid board furnished for



this purpose. A suitable waterproof material should be fastened to the edge of the board to protect a part of the photograph while in use and to cover the whole photograph while not in use. Oilcloth has been found unsuitable for this purpose.

Pencils used on the photographs should be only of a kind designated by the State Office. No notations other than boundary lines and figures should be made on the photographs. Pencils must be kept sharp. If one end of the pencil is sharpened to a chisel point for use on lines much better work can be done.

C. Assistance of operator. - If practicable the farm operator should be notified a day or so before performance is to be checked on his farm.

The assistance of the operator or his representative must be obtained in checking the farm. Whenever possible, the supervisor should obtain (in the blank space at the right end of Form ECR-518) the operator's designation of a representative if the operator himself is unable to accompany the supervisor. For example, "I hereby designate John Smith to approve the report of performance on my farm," signed "John Jones." The assistance of the operator or his representative is of especial importance in determining (1) which fields and subdivisions are planted the same in 1941 as in 1940, (2) areas on which soil-building practices were carried out by each producer, (3) special crops of different tenants and the shares of each, (4) areas which have been devoted to a special crop or practice which does not appear on the land, (5) other information called for in Form ECR-518, and (6) whether the farm or field boundaries have been changed since performance was checked in 1940.

The supervisor should not go on any farm for the purpose of checking performance if the operator objects. If the operator refuses to permit the supervisor to check performance on the farm, a note to that effect should be entered on Form ECR-518, for such farm and should be followed by the signature of the supervisor, the date of the refusal, and if possible the signature of the operator.

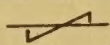
D. Identification of farms. - The supervisor will identify those farms on which performance is to be checked but which are not identified on the enlargement. He will indicate the farm boundaries and enter the farm serial number on the enlargement in accordance with the instructions outlined under A-2 "Identification of farms" in Section IV above, except that pencil rather than ink should be used. Any change or correction in the 1941 farm boundary should be indicated on the enlargement and the farm map or cut-out.

E. Identification of fields. - The supervisor will identify each field which in accordance with paragraph L of this Section V, is to be inspected, assigning to it a permanent number, 1, 2, 3, etc., unless the fields previously have been properly numbered as indicated on the enlargement or on a farm map. Such numbers should be in a systematic arrangement for the farm since they will be used in succeeding years.

F. Subdivision designations. - Subdivisions shown by the supervisor on the enlargement or farm map will be lettered A, B, C, etc. Thus, a field divided into two parts would be shown as 1A and 1B. A second field on the same farm also



divided into two parts would be shown as 2A and 2B, but a third field, which is not divided in 1941 would be shown as 3. The designation of a small field may be shown outside the field and tied to it with an arrow.

G. Combined fields. - In some cases, field lines which appear on the photograph or farm map do not represent divisions between the 1941 fields. To indicate that the areas on both sides of the line are part of the same field in 1941 the supervisor should place the symbol  across the line, and treat the whole area as one field. A new number should be used to designate the field on the enlargement and the farm map or cut-out. The original numbers should be erased from the enlargement and stricken through on the farm map or cut-out.

Divided fields. - In some cases 1940 fields may be divided in 1941 by new permanent boundaries such as fences or roads. Any new boundary of a field or subdivision devoted to special crops should be accurately scaled in on the enlargement and located approximately on the farm map or cut-out. New field numbers should be used and the original numbers erased on the enlargement and stricken through on the farm map or cut-out.

H. Plotting on photographs. - Utmost care should be exercised by the supervisor in locating points and in plotting farm, field and subdivision lines on the enlargement as the accuracy of these later will affect the accuracy of determining acreages. Every effort should be made to hold to a minimum the marks made on the photograph.

The supervisor must carefully distinguish between permanent field boundaries and temporary or crop subdivision lines to be shown on the photograph since farm maps will be made or revised on the basis of the farm and field boundaries as he shows them.

Zoned enlargements. - In locating points or scaling in lines on the enlargements the supervisor must know the scale of the enlargement or of that portion of it in which the point is to be located or the line is to be placed. Most of the enlargements are made to the scale of 660 feet per inch but some enlargements may be divided into zones of different scales due to tilt of the camera when the photograph was taken or to differences in elevation of the ground.

Area correction factors. - There will be indicated in the margin of each zone, an applicable factor which must be applied to planimeter or rotometer readings in order to obtain correct acreages. These are called area correction factors. They are not applicable to linear measurements but linear factors applicable to linear measurements as well as the area factors will have been entered on the enlargements by the State Office.

Linear correction factors. - To locate a point on the enlargement by scaling, divide the distance measured on the ground by the linear factor. For example, distance measured on ground is 4 chains and the linear factor is 0.956. The distance to scale on enlargement would be 4 divided by 0.956, or 4.184 chains.



I. Fields of which the producer was notified of the acreage. - If the producer has been informed by the county office of the acreage of a field either by means of a farm map, a tracing showing field acreage, or by written notice of the acreage planted in the field in 1940, the acreage given to the farmer will be accepted as correct for 1941 unless he is given written notice correcting the acreage before planting time. If the producer measures off part of such a field in order to plant a certain acreage in the remainder of the field to a special crop, then the acreage of the special crop will be the acreage of the field as given to the producer minus the acreage which he actually measured out of the field.

J. Small areas. - The following will apply to areas too small or too narrow to be measured accurately from the photographs.

1. Small fields or subdivisions. - Any field or subdivision to be measured which appears to be less than one-half acre or to have an average width of less than one-half chain, should be measured by the supervisor by ground measurements and the measurements shown on the farm map or if such map is not available, in field notes. In the case of long, narrow areas, the supervisor should determine the narrow dimension by ground measurements and the length by ground measurements or by scaling on the enlargement and indicate these dimensions in field notes or in Column D of Form ECR-518. For example: "2.30 x 0.45," or "a-b, 0.45".

2. Deductions. - In determining the acreage of any field or subdivision devoted to a special crop, deduction may be made for any area not devoted to such crop, provided it contains three hundredths (0.03) acre or more in one piece. Each side or end of a field or subdivision will be considered as a separate area. Such areas should be indicated approximately on the farm map or on a sketch on Form ECR-518. They should be measured or chained in a manner similar to that outlined in 1 above. Such areas which are permanent waste or non-crop areas may be designated "W" on the photograph. Deductions of cropland should be listed on Form ECR-518 as, "idle", or state the crop planted; or if non-cropland, should state "waste", "barn", "ditch", "road", etc.

K. Inspection of fields. - The work of any supervisor who fails to make the following inspection of fields will be unsatisfactory:

On participating farms the supervisor must visit and inspect all fields and subdivisions devoted to special crops and practices sufficiently to determine the crops and the boundaries. It will not be necessary to inspect other fields on the farm.

On non-participating farms he is required to inspect and accurately determine only the acreages of fields or subdivisions devoted in 1941 to (a) cotton, (b) tobacco, (c) peanuts, (d) wheat on cotton and tobacco farms, and (e) wheat, if the 1941 acreage appears to be in excess of 10 acres, on other non-participating farms.



L. Special crops. - The special crops for which the acreage is to be accurately determined are:

1. Tobacco,

2. Cotton,

3. Wheat not previously checked, if it appears that the 1941 wheat acreage on the farm is more than 80 percent of the permitted acreage, except wheat not harvested after maturity on non-wheat-allotment farms,

4. Peanuts in all counties, if any peanuts on the farm are to be separated from the vines by mechanical means,

5. Potatoes in commercial potato counties, except when the 1941 potato acreage is estimated to be 2.0 acres or less,

6. Commercial vegetables, except when the 1941 commercial vegetable acreage is estimated to be 2.0 acres or less, in commercial vegetable counties, and in the following counties: Bladen, Buncombe, Cumberland, Harnett, Johnston, Lenoir.

M. Other crops and land uses: practices. - The acreage of general depleting crops will not be determined in 1941 and such crops will be shown on Form ECR-518 only when interplanted with soil-building crops, or in connection with the application of phosphate obtained as a grant of aid.

The acreage on which soil-building practices are carried out will be obtained by careful estimate unless the acreage of the field or subdivision was determined in 1940, or in 1941 in connection with a special crop.

#### SECTION VI. - PROCEDURE FOR CHECKING SPECIAL CROPS USING 1940 ENLARGEMENTS

A. Acreage identical with field or 1940 subdivision. When it is definitely determined that a field or 1940 subdivision is devoted to a special crop, the supervisor will enter the field number or 1940 subdivision designation in Column A and the 1940 acreage in Column C of Form ECR-518.

B. Acreage premeasured. The supervisor will determine whether the land is planted identically the same as it was premeasured by observing the field as plotted on the enlargement and by checking the reference measurements. If the field or subdivision is found to be planted as premeasured, the supervisor will enter the field number or subdivision number and letter in Column A, and the premeasured acreage in Column G of Form ECR-518.



C. Acreage to be determined. In cases where it is determined that a special crop is not planted in fields or subdivisions as shown on the 1940 enlargement, farm map, cut-out, or premeasurement map, the supervisor will scale in the new boundary lines on the enlargement. Permanent boundaries will be shown with a dashed red line and subdivision lines with a solid red line. In such cases the 1940 subdivision lines and designations may be erased lightly and the 1941 designations entered in red pencil.

#### SECTION VII - PROCEDURE FOR CHECKING SPECIAL CROPS USING NEW ENLARGEMENTS

Supervisors will not plot boundaries or make any other entries on new enlargements except those indicated below.

A. Acreage identical with field or 1940 subdivision. - When it is definitely determined that a field or 1940 subdivision is devoted to a special crop, the supervisor will enter the field number or 1940 subdivision designation on the new enlargement and in Column A and the 1940 acreage in Column C of Form ECR-518.


B. Acreage premeasured. The supervisor will determine whether the land is planted identically the same as it was premeasured by observing the field as plotted on the enlargement or cut-out and by checking the reference measurements. If the field or subdivision is found to be planted as premeasured, the supervisor will enter the field number or subdivision designation in Column A and the premeasured acreage in Column G of Form ECR-518.

C. Acreage to be determined. In cases where it is determined that a special crop is not planted in fields or subdivisions as shown on the 1940 enlargement, farm map, cut-out, or premeasurement map, the supervisor will plot in that part of the permanent boundary bordering the special crop by using a dashed blue line and scale in the subdivision line by using a solid blue line.

#### SECTION VIII. - PROCEDURE FOR USE OF FARM MAPS AS THE PRIMARY MEANS OF CHECKING SPECIAL CROPS (For use in: Beaufort, Camden, Carteret, Chowan, Currituck, Gates, Hyde, Pamlico, Pasquotank, Perquimans, and Tyrrell)

As the supervisor goes over the farm he will note whether the 1941 boundaries are correctly shown on the farm map for fields devoted to a special crop.

When an entire field is devoted to a special crop, the supervisor will enter a check mark in the field on the map. The acreage from the farm map will be entered on the line for that field in Column C of Form ECR-518.

In cases where a field is devoted to a special crop but the boundary lines as shown on the farm map are incorrect, the supervisor will place the symbol  through the incorrect lines and will determine the correct location of the boundary line from features which can be identified on the enlargement or farm map. This will be done by ground measurements if necessary. Notes of measurements



made and of the points from which made should be entered on the map. The correct line also should be sketched in its approximate location on the map. The supervisor may scale in the line in the correct location on the enlargement, using a needle point with a circle around it to show the point located. If this is not done by the supervisor, the line will be scaled in, in the county office from notes entered by the supervisor on the farm map.

Boundary lines of subdivisions devoted in 1941 to special crops are to be shown in their approximate locations, on the farm map and will be located by the supervisor from features which can be identified on the photograph or farm map. This will be done by ground measurements, if necessary. Notes of measurements made and of the points from which made will be entered on the map. The subdivision boundaries, as determined, will be sketched on the map. The supervisor may scale in the line in the correct location on the enlargement, using a needle point with a circle around it to show the point located, or the line may be scaled in by the county office.

# SECTION IX. - INSTRUCTIONS TO SUPERVISORS FOR RECORDING INFORMATION ON FORM ECR-518.

A. Farm field report (Sec. I of Form ECR-518). - This section should be filled in through Column K by the supervisor as he goes over the farm. The entries for each field should be made in the course of inspecting the field.

The examples below indicate how entries are to be made in Columns A, B, C, D, and E.

A	B	C	D	E
1A	2.5		: 1. Rye turned : 2. Tobacco	
1B	6.5		10,000 lbs. : A.A.A. Limestone : Cotton	Ditch 3.00 x 0.13
1C	3.2		: 80 lbs. : Lespedeza - 1941	
—	0.7		: : Home Garden - Approved	
2		16.5	: : Cotton	
—			: : Sweet Potatoes - Home Garden	1.00 x 1.00
3B		2.0	: : Austrian Peas Turned	
4	3.0		: : Corn and Peas to be left	
—	4.0		400 lbs. : A.A.A. Superphosphate 100 lbs. : on Lesp. - 1941	



1. Entries in Columns A to K inclusive. - Entries in Columns A to K, inclusive will be made as follows:

a. Column A. The designation of each field or subdivision devoted to a special crop or a practice should be entered in Column A. This designation should agree with that on the farm map, aerial photograph, cut-out, or 1940 farm sketch map. In some cases, it may be necessary to change the designation on Form ECR-505 of a wheat subdivision which was checked in the spring of 1941 because of a practice being carried out in a part of such subdivision.

b. Column B. Column B will be used for careful estimates, as agreed upon by the supervisor and the operator or his representative, of areas devoted to special crops or practices for which the supervisor does not have a record of the measured acreage. An entry will not be made in Column B if the measured acreage is available, unless the operator or his representative, or the supervisor thinks that such acreage is incorrect and wants it remeasured, in which event his estimate will be entered in Column B as an indication to the county office that the area is to be retometered.

c. Column C. If a record of the measured acreage is available, the supervisor will enter the acreage in Column C. An entry will not be made in Column C for a subdivision unless it is definitely known that it is identical to the subdivision for which the measured acreage is available.

d. Column D. The supervisor will make an entry in Column D for each special crop (including failure) or practice to which a field or subdivision is devoted in the 1941 program year. Crops seeded or planted after October 31, 1941, should not be shown.

Commercial vegetables planted in the fall of 1940 for harvest in 1941 should be shown. The width of rows of commercial vegetables and commercial potatoes interplanted or planted in rows wider than the normal width should be shown. Vegetables for home use should be entered only in connection with home garden or food and feed practice.

If the operator states that any part of the cotton grown on the farm in 1941 is a certified pure strain of Sea Island, or American-Egyptian cotton, the supervisor should make a separate entry for such cotton and should make the notation "Operator states Sea Island" or "Operator states Am.-Egypt," in Column D of such entry.

Where two or more crops are grown on land at the same time regardless of whether seeded or harvested together or separately they should be listed on the same line of Column D. In the case of cowpeas, soybeans and velvet beans interplanted in corn, it will be permissible to make the entry "to be left", if the producer indicates that such practice will be carried out. The method of interplanting soybeans should always be shown, for example: "corn and broadcast soybeans", "corn and soybeans, alternate rows", "corn and soybeans, alternate hills".



If two or more crops are grown in succession in the same field or subdivision the supervisor will enter such crops preceded by numbers indicating the order in which the crops occupied the land; for example:

- (1) "Crimson clover turned."
- (2) "Corn and crimson clover seeded."

If a special crop or practice is on land which is in cultivation for the first time in 1941, the entry in Column D should be followed by the notation "new ground".

The quantities of materials and seeds used and the lineal feet of terraces constructed should be shown in the "Materials" sub-column of Column D. In the case of the application of fertilizing materials such as superphosphate, basic slag, or potash, the crop or crops to which such application was made and the analysis of the fertilizer should be clearly indicated in the description of the practice. For example: "20% Phos. on alfalfa".

Superphosphate, potash, and basic slag applied to grasses or legumes in connection with soil-depleting crops will not qualify for credit and should not be shown except that the manner in which conservation materials furnished by the AAA are used should always be shown and the letters AAA should precede the description. In case any such material is used so as not to qualify for credit, the supervisor will clearly indicate this fact on Form ECR-518.

In the case of a mixed fertilizer which is used in such manner as to qualify for a soil-building practice, the supervisor should enter the total quantity and analysis of the material in Column D and the county office will compute the equivalent of superphosphate and potash.

All practicable means, such as invoices for materials purchased etc., should be used to verify the practices reported as carried out. If the supervisor has any doubt as to whether a practice reported was carried out, he should so indicate on Form ECR-518 for the information of the county committee.

e. Column E. - The dimensions of non-cropland deductions will be entered in Column E on the same line as the crop from which deducted. The dimensions of cropland deductions will be entered in this column on a separate line.

f. Columns F, G, and H. - The supervisor will make no entries in these columns except in case of premeasurement as indicated in Sections VI, B and VII, B.

g. Columns I, J, and K. - These columns will be used only in the case of farms on which there is a share-tenant or a share-cropper, who has a share in a special crop, or who has contributed to the carrying out of a practice on a participating farm. If a share-tenant or share-cropper has a share in such a crop or contributed to the carrying out of a practice, these columns will be used for the fields or subdivisions on which is grown the special crop or on



which the practice was carried out. In the event (1) a special crop for which an allotment has been determined for the farm is not grown in 1941, or (2) in the event of complete or partial failure of such crop, or (3) failure to plant at least 80 percent of a special allotment, the supervisor will show the cause and extent of such failure and the share to which each producer would have been entitled had the full acreage of such crop been harvested.

(1) Column I. - The correct name and address of the tenant or share-cropper should be entered in this column. In case both a tenant and a share-cropper share in the crop, the name and address of the tenant should be entered on the upper half of the line, and the name and address of the share-cropper should be listed on the lower half of the line. If there is no share-tenant or share-cropper on the farm the words "no tenants" should be entered. The landlord's name will not be listed in this column.

(2) Column J. - The supervisor will enter in Column J for each field, or subdivision of a field, the fractional share of each special crop (or the proceeds thereof) to which the share-tenant or share-cropper is entitled. If there are tenants on the farm, an "O" should be entered in this column for those fields to be credited entirely to the landlord. The supervisor will not show the landlord's share on the form, but it will be determined in the office by subtracting the tenants' shares from the whole.

(3) Column K. - Where two or more producers shared in carrying out any practice, the letters PS (denoting "practice share") should be entered opposite the name of the share-tenant or share-cropper, or both, in Column K to indicate that a share of the practice is to be credited. In cases where the landlord should get full credit for a practice and other practices on the farm are shared in by tenants, an "O" should be entered in this column. In cases where a tenant or share-cropper is to receive all practices carried out on a farm the supervisor should enter "All" in this column opposite his name; if the landlord is to receive all practices on the farm the word "None" should be written vertically in this column. The landlord's share will be determined in the county office according to the entry in Column K. Fractions will never be entered in this column.

In determining whether a person contributed to the carrying out of a soil-building practice which would entitle him to share in the payment therefor, consideration should be given to cash expenditures made in carrying out the practice (as in purchasing seed, fertilizer, or other materials or employing labor) and to labor performed without compensation.

h. Columns L, M, N, and O. - The supervisor will make no entries in these columns.

(1) Other farms in which any producer on the farm has an interest (Sec. II of Form ECR-518). - The supervisor should identify carefully other farms in the county in which any producer on the farm has an interest and should indicate clearly the producers who are so interested. Farm serial numbers or descriptions may be used. Similar information for farms in each other county and State in which any producer on the farm has an interest should be shown,



together with the number of such farms and the county and state in which each is located. If this information is not available for any producer, a notation to that effect should be entered by the supervisor. In case no producer on the farm has an interest in any other farm, the word "none" should be written in Section II of Form ECR-518.

(2) Section IV - Wheat Data. - The supervisor will record in Section IV the number of families on non-wheat-allotment farms and the number of bushels of wheat sold from the 1940 crop.

(3) Operator's certificate (Sec. III of Form ECR-518). - The signature of the operator (or his representative) should be obtained at the time performance is checked by the supervisor after the Form ECR-518 has been filled in (with the exception of the entries which require computations by the county office) and after the operator (or his representative) has reviewed the data entered thereon. The supervisor should sign and date the form in the spaces provided.

#### SECTION X. - CHECKING SUPERVISOR'S REPORT IN COUNTY OFFICE

Each supervisor should be given one photograph which he should turn in to the county office as soon as he has completed five farms. He then should be issued two photographs with instructions to work one-half of the week on one and the other half on the other. In this manner three photographs per supervisor are made available within the first ten days for use by the county office and state supervisor.

On completion of the above arrangements the supervisor should be given another photograph which he should return to the office at the end of a week, to be reissued after acreage notices have been mailed for the farms which have been checked.

The supervisor's work shall be checked as promptly as possible at the county office. The results of this checking should be made available immediately to the county supervisor. The checking of a supervisor's report will include a determination that --

- (1) The farm is properly identified on the photograph;
- (2) All field boundaries are plain, well defined and closed;
- (3) Permanent and temporary boundaries are properly distinguished on the photograph or farm map;
- (4) All fields devoted to special crops are numbered and subdivisions properly lettered;
- (5) Where farm lies on more than one photograph, proper identification and location of farm is on each form and photograph;
- (6) Where two or more separate tracts of land are included in a farm, the tracts are properly identified, such as No. 1 of three tracts, No. 2 of three tracts, or No. 3 of three tracts;
- (7) All symbols and numbers on photograph or farm map correspond to symbols and numbers as listed on Form ECR-518;
- (8) Where deductions are indicated the necessary data are shown on Form ECR-518, field notes, farm map or photograph;
- (9) All notes and field forms have the farm serial number and



- photograph number recorded on each sheet;
- (10) Information in Column D, Form ECR-518, is complete with respect to special crops and the description of practices;
  - (11) Disposition of all materials furnished as grants of aid is clearly indicated;
  - (12) Division of special crops and practices is shown;
  - (13) Other farms are shown in Section II, or the word "None" is entered;
  - (14) Operator's signature, supervisor's signature, and date of check of performance are on the report;
  - (15) If all farms on the photograph have not been visited the reason is indicated;
  - (16) Tenant's names or the words "no tenants" are shown, and
  - (17) All other necessary data are correctly entered.

The supervisor should be shown any errors he has made and should be instructed to make any necessary corrections and obtain information missing from his report. Promptness in checking the report with the supervisor will save much time and make for accuracy of reports.

#### SECTION XI. - RECHECKING

In general, not more than one visit should be made to a farm other than at the producer's request, to check late practices or the disposition of excess tobacco, cotton or peanuts.

Rechecks will be entered with red pencil on the same copy of the Form ECR-518 as was used to check the farm originally and will be signed and dated by the recheck supervisor.

A. Rechecking acreages at farmer's request. - Upon application of any producer for a recheck of acreages, such recheck should be provided by the county office upon deposit with the treasurer of the county association of an amount sufficient to defray the estimated cost of such recheck to the county association in accordance with the following schedule:

<u>Acreage To Be Remeasured</u>	<u>Deposit</u>
4.0 acres or less	\$1.00
4.1 acres to 10.0 acres	.25 per acre
10.1 acres to 20.0 acres	.20 per acre
20.1 acres and over	.15 per acre

Deposits will be computed to the nearest five cents. The deposit shall be returned to the producer only if the acreage is determined by the recheck to be within the allotment. Rechecks of all farms originally checked by supervisors who since have been disqualified shall be made at the expense of the county association.



Rechecks of performance determinations alleged by the producer to be in error should in no case be made by the supervisor who originally checked the farm, and in all cases should be made by the best qualified supervisors. Any necessary rechecks of field acreages in the county office should be made by a fully competent acreage computer and special care should be taken to see that entirely accurate and unbiased determinations are obtained.

B. Checking disposition of excess acreage. - The classification of excess acreages of tobacco, peanuts and cotton may be changed by acceptable disposition of the excess, provided such disposition is made before formation of the bolls in the case of cotton, or within 15 days after date of mailing of the notice of excess in the case of cotton or tobacco. If the producer notifies the county office within the 15-day period that an excess has been disposed of, a supervisor will determine the acreage of such crop(s) disposed of, and the method of disposition. The area disposed of will be plotted on the photograph except in cases where it is less than 0.5 acre. In all cases, the area and the measurements made will be shown on the farm map, or if such map is not available, on a sketch. Such map or sketch will be on or attached to Form ECR-518.

The area disposed of shall be designated by a subdivision letter in Column A and on the enlargement and farm map or cut-out and the remaining subdivision(s) redesignated by appropriate letters. No entries will be made by the supervisor in Columns B and C. The words "tobacco disced", "cotton plowed", or other appropriate entries will be made in Column D to indicate the disposition which has been made of the excess.

When the supervisor's recheck report has been completed, the county office will planimeter, rotometer or compute and enter in Column C the acreage disposed of, subtract it from the entry for the field or subdivision in Column G, strike through the entry in Column G and enter the correct figure above it. All entries and corrections on the report, both by the recheck supervisor and the county office will be made in red. Such corrections should be initialed.

If it is determined that the acreage of any special crop which was premeasured has been planted in excess of the allotment, any acreage disposed of will be checked only after the producer has paid to the treasurer of the association \$2.00 to defray the cost of such work.

Disposition of special crops other than cotton, tobacco, or peanuts will not be checked since the classification cannot be changed by the disposition of excess acreage.

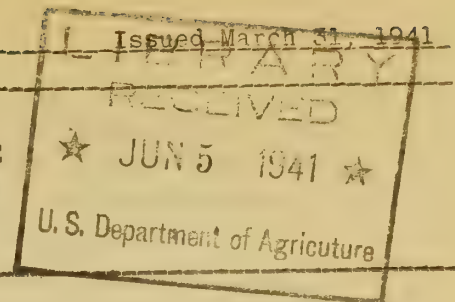
C. Checking late practices. - In cases where the soil-building allowance has not been earned when the farm is checked and the operator notifies the county office that additional practices have been carried out the county office should provide for checking the late practices. If practicable all such rechecking in the county should be deferred until the close of the program year in order that the supervisors' time may be utilized to the greatest advantage in making the required rechecks. If the practice units earned appear to be less than or about equal to the soil-building goal, indicating that there may be a consequent loss of special crop payment amounting to \$5.00 or more, it will be permissible to determine the accurate acreage devoted to practices instead of using an estimated acreage.







UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
EAST CENTRAL DIVISION



1941 Agricultural Conservation Program

Tennessee

PART I. -SUPERVISORS PROCEDURE FOR DETERMINATION OF PERFORMANCE  
WITH AERIAL PHOTOGRAPHS AND FARM MAPS.

These instructions outline the method of establishing proof of performance in accordance with the provisions of the 1941 Agricultural Conservation Program including 1941 crop acreages and land uses and the soil-building practices carried out under the program.

SECTION I. - DEFINITIONS

As used in these instructions the following words and phrases have the following meanings:

1. Farm map.--A map of a farm (showing boundaries and acreages of fields) reproduced from a tracing which was made in the county office either by direct tracing or pantographed (enlarged) from the aerial photograph on which such farm is shown.
2. Sketch or sketch map.--An approximate map of a farm or a field prepared by a supervisor from observations and measurements (chained or paced); not traced from a photograph.
3. Photograph; enlargement.--These terms are synonymous as used in connection with performance checking; an aerial picture, reproduced by enlarging from a negative. Photographs are not maps in the true sense of the word and should not be so called.
4. Permanent boundary.--A fixed boundary, definable on the ground, and on the photograph if present when the photograph was made, such as a fence, hedge, permanent ditch, creek, road, lane, wood line, farm boundary, or similar permanent features, or combinations of these.
5. Temporary boundary.--A division between crops which is not fixed and which either would disappear when the crops are removed or could easily be moved, as in the case of temporary fence.
6. Field.--A body of land with a complete permanent boundary.
7. Subdivision.--A portion of a field, devoted to a special crop, a practice or other land use different from the remainder of the field, or a portion of a field (or other subdivision) devoted to a special crop which is divided between producers on a basis different from that on which such crop in the remainder of the field (or subdivision) is divided.
8. Computed acreage.--Acreage determined by figuring from measurements made. This method is not as accurate as rotomentering or planimetering, unless the measurements are carefully made and the field is a true rectangle or the angles have been accurately determined with surveying instruments. It should never be used in counties in which aerial photographs or farm maps are available except in those cases where it is specifically authorized by the State office.



9. Measured acreage.--An acreage accurately determined in the county office by (1) computing from ground measurements, (2) rotometering or planimetering on the photograph or (3) reference to records of acreages arrived at by rotometering or planimetering.

10. Careful estimate.--An acreage determined by the supervisor after inspecting the field and using some simple method, such as scaling on the enlargement, pacing the sides or, in the case of a subdivision of a field, by arriving at the acreage of the subdivision as a proportion of the acreage of the whole field.

11. Participating farm.--A farm for which the owner or operator indicated on or before April 15, 1941 that such farm is taking part in the 1941 Agricultural Conservation Program.

12. Non-participating farm.--A farm for which the owner or operator did not indicate on or before April 15, 1941 that such farm is taking part in the 1941 Agricultural Conservation Program.

13. Allotment farm.--A farm for which a special crop (cotton, tobacco, peanut, wheat or commercial vegetable) acreage allotment has been determined.

14. Non-allotment farm.--A farm for which no special crop acreage allotment has been determined.

## SECTION II. --GENERAL INSTRUCTIONS FOR LOCAL SUPERVISORS

A. Preparation.--The supervisor will receive from the county office the photograph and the envelopes containing Forms ECR-518 and farm maps, if available, for the farms on the photographs on which performance is to be checked.

B. Care and use of photographs.--Photographs should be carried in a flat container. They must be kept flat, never rolled or creased, and must be protected from dirt and moisture. The photograph in use should be fastened to a board prepared for this purpose. A suitable waterproof material may be used to protect the photograph on the board.

Pencils used on the photographs should be only of a kind designated by the county office. No notations other than boundary lines, farm serial numbers, and field numbers should be made on the photographs. Pencils must be kept sharp.

C. Assistance of operator.--The assistance of the operator or his representative must be obtained in checking the farm. Whenever possible, the supervisor should obtain on Form ECR-518 the operator's designation of a representative if the operator himself is unable to accompany the supervisor. For example, "I hereby designate John Smith to approve the report of performance on my farm," signed, "John Jones."

The supervisor should not go on any farm for the purpose of checking performance if the operator objects. If the operator refuses to permit the supervisor to check performance on the farm, a note to that effect should be entered on Form ECR-518, "Performance Report 1941", for such farm and should be followed by the signature of the supervisor, the date of the refusal, and if possible the signature of the operator.

D. Identification of farms.--The supervisor will identify those farms on which performance is to be checked but which are not identified on the enlargement or for which a farm map is not available. He will indicate the farm boundaries and enter the farm serial number on the enlargement, using a red pencil.



E. Inspection of fields.--The supervisor must inspect all fields and subdivisions which are devoted to any of the crops listed in 1, and 2 below sufficiently to determine the measured acreage of special crops (except that careful estimates may be used for non-allotment wheat if the 1941 acreage classified as depleting obviously is less than the permitted acreage and for commercial vegetables if the acreage appears to be 2 acres or less), the boundaries, the crops grown, the area deductions, if any, to be made and, on participating farms, the practices carried out during the 1941 Program year. Practice acreages should be carefully estimated unless records of measurements are available. The work of any supervisor who fails to properly make this inspection of fields will not be acceptable.

The supervisor will not change the classification of land except when the operator or his representative indicates a definite change in land use or when some substantial change from the previous classification comes to the supervisor's attention while he is inspecting the fields outlined below.

1. Participating farms.--Each field and subdivision,

- (a) devoted to special crops and non-allotment wheat if not previously measured, or,
- (b) on which a practice was carried out.

On allotment farms, fields and subdivisions devoted to general depleting crops will be inspected, and the acreage of such crops carefully estimated, if it appears that more than the larger of 30 acres, or 80% of the cropland is devoted to depleting crops.

If a producer claims a "food and feed practice" on a farm participating in the cotton stamp plan, the supervisor will determine whether the producer has a home garden ample for his family.


2. Non-participating farms.--Fields and subdivisions devoted in 1941 to:

- a. Cotton,
- b. Burley tobacco,
- c. Fire-cured tobacco,
- d. Dark air-cured tobacco,
- e. Peanuts, on peanut allotment farms or if the 1941 acreage is more than 1 acre to be harvested by mechanical means,
- f. Wheat, if not previously measured, (unless the acreage obviously is less than the permitted acreage), if any producer sharing in wheat on this farm has an interest in a participating farm.
- g. If a producer on a non-participating allotment farm has an interest in a special crop or practice on any participating farm, fields and subdivisions will be inspected which are devoted to general depleting crops on the non-participating farm and a careful estimate made if it appears that an acreage equal to more than the larger of 30 acres or 80% of the cropland is devoted to depleting crops.
- h. Commercial vegetables in commercial vegetable allotment counties if there appears to be over 2 acres.

F. Identification of fields.--The supervisor will give each field to be inspected a number, unless it already has a number.

G. Subdivision designations.--Subdivisions will be lettered A, B, C, etc. Thus, a field divided into two parts would be shown as 1A and 1B. A second field on the same farm also divided into two parts would be shown as 2A and 2B, but a third field, which is not divided in 1941 would be shown as 3. The designation of a small field may be shown outside the field and tied to it with an arrow.



H. Combined fields or subdivisions.--In some cases, field lines which appear on the photograph or farm map do not represent divisions between the 1941 fields. To indicate that the areas on both sides of the line are part of the same field or subdivision in 1941 the supervisor should place the symbol  across the line on the farm map and the enlargement and treat the whole area as one field or subdivision, as the case may be. Such combinations need not be made unless the distinguishing line on the ground between the parts has been removed.

I. Plotting on photographs.--Utmost care should be exercised by the supervisor in locating points and in plotting farm, field and subdivision lines on the enlargement as the accuracy of these later will affect the accuracy of determining acreages. Every effort should be made to hold to a minimum the marks on the photograph. Where necessary lines cannot be located from points visible on the enlargement sufficient ground measurements should be made to locate the lines accurately.

J. Small areas.--Areas devoted to special crops too small or too narrow to be measured accurately from the photographs will be chain measured but also will be plotted on the photograph wherever practicable.

### SECTION III. --EXECUTION OF FORM ECR- 518, "PERFORMANCE REPORT 1941."

Erasures should not be made on Form ECR-518. In the event of error the erroneous material should be lined out with a single line so that the original entry may be read. All corrections of supervisors' entries should be made and initialed by the supervisor who checked the farm and signed or countersigned in Section X.

A. Farm field report (Sec. I of Form ECR-518).--This section should be filled in by the supervisor as he goes over the farm. The entries for each field should be made in the course of inspecting the field.

1. Column A.--The supervisor will enter in this column the field or subdivision designation of each field or subdivision devoted to a special crop or soil-building practice. The supervisor will also enter field or subdivision designations for general crops if there appears to be excess total depleting acreage.

2. Column B.--Column B will be used for careful estimates, as agreed upon by the supervisor and the operator or his representative, of areas devoted to special crops (general crops, if necessary) or practices for which the supervisor does not have a record of the measured acreage. An entry will not be made in Column B if the measured acreage is available, unless the operator or his representative, or the supervisor thinks that such acreage is incorrect and wants it remeasured, in which event his estimate will be entered in Column B as an indication to the county office that the area is to be redetermined.

3. Column C.--If a record of the measured acreage is available, the supervisor will enter the acreage in Column C. An entry will not be made in Column C for a subdivision unless it is definitely known that it is identical to the subdivision for which the measured acreage is available.

4. Column D.--Each separate special crop (general crops, if necessary) or practice will be shown in this column. Care should be taken to give sufficient information to permit proper classification of each crop and practice. The amount of materials or feet of terrace or contour furrowing, or number of trees, or crowns of Kudzu, will be entered in the "materials" sub column. The month in which legumes and grasses were seeded should be shown. Crops seeded or planted after June 30, 1941 should not be shown unless the crop should be considered depleting under the 1941 program. Commercial vegetables put out in the fall of 1940 for harvest in 1941 should be shown.



Vegetables grown for home use should be entered only in connection with the food and feed practice on cotton farms. In the case of land in cultivation for the first time in 1941 the letters "NC" should be entered following the name of the crop.

If the operator states that any part of the cotton grown on the farm in 1941 is certified pure Strain Sea Island or American-Egyptian, the supervisor should make a separate entry for such cotton and should make the notation "Sea Island" or "Am. Egypt." in Column D of such entry.

5. Column E.--The supervisor will make no entry in this column.

6. Column F.--The supervisor will enter in this column the measurements of deductions too small to plot on the photograph. No deductions which amount to less than one hundredth acre will be made from a field.

7. Columns G and H.--The supervisor will make no entries in these columns.

(Note: The names and addresses of all producers who are entitled to share in a special crop payment or deduction or a practice or are charged with conservation materials will be entered in Section V.)

8. Column I.--The supervisor will enter the line number from Section V for each producer interested in the special crop payment or deduction or practice in each field or subdivision listed in Column A.

9. Column J.--The share for each producer who is entitled to share in the special crop payment or deduction should be listed for each field in this column. If there is no share-tenant or share-cropper on the farm the words "no tenants" should be entered.

10. Column K.--Enter the letters "PS" in this column after the code for each producer who contributed to carrying out the soil-building practice. Enter "all" if one producer contributed all the expense of the practice.

In determining whether a person contributed to the carrying out of a soil-building practice which would entitle him to share in the payment therefor, consideration should be given to cash expenditures made in carrying out the practice (as in purchasing seed, fertilizer, or other materials or employing labor) and to labor performed without compensation.

B. Wheat data. (Section II of Form ECR-518).--The supervisor will enter the number of families on non-wheat allotment farms and the number of bushels of wheat sold from the 1941 wheat crop.

C. Other farms in which any producer on the farm has an interest (Section VII of Form ECR-518).--The supervisor should identify carefully other farms in the county in which any producer on the farm has an interest and should indicate clearly the producers who are so interested. Farm serial numbers or descriptions should be used and the interest of the producer (for example, "owns" "rents tobacco", "rents general" or "practice") should be shown. Similar information for farms in each other county and State in which any producer on the farm has an interest should be shown, together with the name of County and State, name of owner, kind of interest and number of such farms in the county in which each is located. If this information is not available for any producer, a notation to that effect should be entered by the supervisor. In case no producer on the farm has an interest in any other farm, the word "none" should be written in Section VII of Form ECR-518.

D. Operator's certificate (Section X of Form ECR-518).--The signature of the operator (or of his representative) should be obtained at the time performance is checked by the supervisor after the Form ECR-518 has been filled in (with the exception of the entries which require computations by the county office) and after the operator (or his representative) and the supervisor have reviewed the data entered thereon. The supervisor should sign and date the form in the spaces provided.



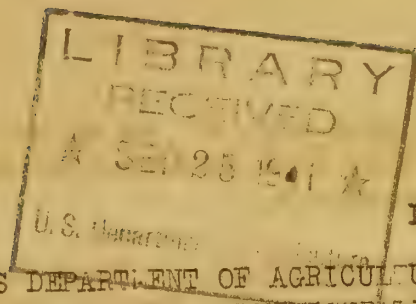
SECTION IV.-ITEMS TO BE CHECKED BY THE SUPERVISOR TO DETERMINE IF THE REPORT IS COMPLETE.

Before this report is turned in to the county office the supervisor should determine whether:

- (1) The farm is properly identified on the photograph;
- (2) All field boundaries entered in 1941 are plain, well defined and closed;
- (3) Permanent and temporary boundaries entered in 1941 are properly distinguished on the photograph and farm map;
- (4) All fields are numbered and subdivisions properly lettered;
- (5) Where a farm lies on more than one photograph, proper identification and location of the farm is on each form and photograph;
- (6) Where two or more separate tracts of land are included in a farm, the tracts are properly identified, such as No. 1 of 3 tracts, No. 2 of 3 tracts, or No. 3 of 3 tracts;
- (7) All symbols and numbers on photograph or farm map correspond to symbols and numbers as listed on Form ECR-518;
- (8) Where deductions are indicated the necessary data are shown on Forms ECR-518, field notes, farm map or photograph;
- (9) No necessary field is omitted from the report and no necessary field number or symbol is omitted from the photograph or farm map;
- (10) All notes and field forms have the farm serial number and photograph number recorded on each sheet;
- (11) Information in Column D, Form ECR-518, is sufficient to permit correct classification of crops and practices;
- (12) Description of practices is complete;
- (13) Disposition of all conservation materials furnished by the AAA is clearly indicated;
- (14) Necessary division of special crops and practices is shown;
- (15) Wheat data are entered in Section II for applicable farms;
- (16) Other farms are shown in Section VII or the word "none" is entered;
- (17) Operator's signature, supervisor's signature and date of check of performance are on the report;
- (18) Tenants' names or the words "no tenants" are shown, and
- (19) All other necessary data are correctly entered.



1.42  
Eq 7F



Form ECR-516 (Part I) Va.

Issued March 1941

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

TABLE OF CONTENTS		Page
SECTION I.	Definitions - - - - -	1
SECTION II.	Conduct of work - - - - -	3
SECTION III.	General Use and Care of Photographs - - - - -	4
SECTION IV.	Preparation and Assembly of Material in County Office - - - - -	5
SECTION V.	General Instructions for Local Supervisors - - - - -	7
SECTION VI.	Procedure for Supervisors Checking Performance for all Types of Farms - - - - -	8
SECTION VII.	Supervisor's Entries on Form ECR-518 - - - - -	11
SECTION VIII.	Checking Supervisor's Report in County Office - - - - -	15
SECTION IX.	Rechecking - - - - -	15
SECTION X.	Description for Recording Soil-building Practices - - - - -	16

---

PART I. - PROCEDURE FOR DETERMINATION OF PERFORMANCE

These instructions outline the method of establishing proof of performance in accordance with the provisions of the 1941 Agricultural Conservation Program including 1941 crop acreages and land uses and the soil-building practices carried out under the program.

SECTION I. - DEFINITIONS

As used in these instructions the following words and phrases have the following meanings:

1. Farm map. - A map of a farm (showing boundaries and acreages of fields) reproduced from a tracing which was made in the county office either by direct tracing or pantographed (enlarged) from the aerial photograph on which such farm is shown.



2. Sketch or sketch map. - An approximate map of a farm or a field prepared by a supervisor from observations and measurements (chained or paced); not traced from a photograph.

3. Photograph; enlargement. - These terms are synonymous as used in connection with performance checking; an aerial picture, reproduced by enlarging from a negative. Photographs are not maps in the true sense of the word and should not be so called.

4. Permanent boundary. - A fixed boundary, definable on the ground and on the photograph, if present when the photograph was made, such as a fence, hedge, permanent ditch, creek, road, lane, wood line, farm boundary, or similar permanent features, or combination of these.

5. Temporary boundary. - A division between crops which is not fixed and which either would disappear when the crops are removed or could easily be moved, as in the case of a temporary fence.

6. Field. - Any area with permanent boundaries.

7. Subdivision. - A portion of a field, devoted to a crop, a practice, or other land use different from the remainder of the field or a portion of a field (or other subdivision) devoted to a special crop which is divided between producers on a basis different from that on which such crop in the remainder of the field (or subdivision) is divided.

8. Computed acreage. - Acreage determined by figuring from measurements made. This method is not as accurate as rotomatering or planimatering, unless the measurements are carefully made and the field is a true rectangle or the angles have been accurately determined with surveying instruments. It should never be used in counties in which aerial photographs or farm maps are available except in those cases where it is specifically authorized by the State office.

9. Measured acreage. - Acreage accurately determined in the county office by (1) computing as in 8 above, (2) rotomatering or planimatering on the photograph or (3) reference to records of acreages arrived at by rotomatering or planimatering.

10. Careful estimate. - An acreage determined by the supervisor by some simple method, such as scaling between identifiable points on the enlargement, pacing the sides or counting the fence posts or, in the case of a subdivision of a field, by arriving at the acreage of the subdivision as a proportion of the acreage of the whole field.

11. Participating farm. - A farm for which the owner or operator indicated on or before April 15, 1941 that such farm is taking part in the 1941 Agricultural Conservation Program.

12. Non-participating farm. - A farm for which the owner or operator did not indicate on or before April 15, 1941 that such farm is taking part in the 1941 Agricultural Conservation Program.



13. Allotment farm. - A farm for which a special crop (cotton, tobacco, wheat, peanut, potato, or commercial vegetable) acreage allotment has been determined.

14. Non-allotment farm. - A farm for which no special crop acreage allotments have been determined.

15. Total allotment farm. - A participating farm with more than 30 acres of cropland and a total depleting allotment.

## SECTION II. - CONDUCT OF WORK

A. Responsibility of the county association. - County associations must exercise sufficient supervision through the county committee, chief or head clerk, and county supervisor, where applicable, to insure accurate and satisfactory work on the part of local supervisors, planimeter and rotometer operators, and other persons engaged in the preparation of Forms ECR-518 and ECR-520. A designated person in each county office should spot check the work of rotometer and planimeter operators and of others in the county office who work on the completion of Form ECR-518 and the preparation of Form ECR-520, at least once each week and more frequently if required by the State Office.

For each farm checked by a county supervisor a report will be filed in the county office to be available for the county committee and State supervisors.

The county committee and chief clerk or other person designated by the county committee will be responsible for coordination of field and office work, the office operations incident to performance checking, and the completion of Form ECR-518. A specified clerk should be responsible for the distribution and checking in of enlargements, farm maps, and other required materials and for the preparation of progress reports.

B. Supervision by State Office. - Supervisors designated by the State office will check two or more farms reported by each local supervisor, at least 2 percent of the farms checked and at least two farms which have been rechecked by each recheck supervisor in connection with disposition of excess acreage or at the request of the farm operator. At least one-half of the supervisor's reports which are checked in each county will be selected at random. Local supervisors will not be paid until their work has been checked by a supervisor designated by the State office. The services of local supervisors whose work is unsatisfactory will be discontinued. The pay of supervisors whose work requires rechecking may be adjusted by the County Committee to offset the additional expense to the County Association. A report on Form ECR-529 for each farm checked by a State or county supervisor will be filed in the county office and a copy will be filed in the State office.

The State supervisor will check the work of each planimeter or rotometer operator on at least 10 fields, the acreages of which have been measured by such operator, and will prepare a report on Form ECR-331 showing



the acreage computed by the operator and the correct acreages as determined by the State supervisor. One copy of this report will be filed in the county office and one copy forwarded to the State office.

State office representatives will make a complete and careful audit of Forms ECR-518 and ECR-520 for at least 2% of the farms in each county. The results of this check will be reported on Form ECR-534. One copy of this report will be filed in the State office and one copy in the county office.

### SECTION III. - GENERAL USE AND CARE OF PHOTOGRAPHS AND FARM MAPS

Aerial photographic materials are of considerable value and must be given proper care. Photographs should be protected from moisture and direct sunlight, and should never be rolled or folded. Every effort should be made to keep them clean and free of dust. Accurate record should be kept of all photographs taken to the field by each supervisor.

Inasmuch as the purpose of using aerial photographs and farm maps prepared from them in checking performance is to make possible the accurate determination of the acreages of crops and soil-building practices carried out under the program, it is important that all work in connection with each photograph or farm map be performed so as to accurately and effectively accomplish this objective.

A. Scale of photographs. - Unless otherwise indicated 1 inch on the photographs which are used in performance checking equals 660 feet on the ground (8 inches equals 1 mile). At this scale, 1 square inch on the photograph equals 10 acres and 1 linear inch equals 10 chains.

B. Conversion factor. - For some counties a part of the photographs will be marked off into zones indicated by lines. The purpose of these zones is to correct for tilt of the camera at the time the picture was made or for differences in the elevation of different areas on the photograph. The factors furnished for each zone must be applied to the planimeter or rotometer readings to obtain acreages.

C. Usable area. - The area within which measurements are to be made on each photograph will be indicated by lines dividing the overlapping areas of the adjoining prints. In the margin of each photograph will be indicated the number of each overlapping photograph.

D. Photo-indexes. - These indexes will show by photograph number the relative location of photographs in the county. It also will serve to locate the photograph on which any particular farm appears, by study of the location of highways, towns, railroads, streams, etc. Most of the indexes furnished will have a scale of approximately 1 inch equals 1 mile.

E. Use of farm maps (Blue Line Prints). - A farm map from the photograph will be used with the photograph for checking performance in 1941 on all farms for which such maps are available. Such map will show the correct



acreage for each field with permanent boundaries and the total cropland in the farm to the best knowledge and belief of the county office. Each field will carry a number which will be the permanent designation of that field. In most cases this will be the number carried by that field on the enlargement used in checking performance in the last year before the map is made. The supervisor should use the map to the fullest possible extent as an aid in reducing the time required in checking the farm.

No area determinations will be made on the maps; all planimeter or rotometer work will be done on the enlargements.

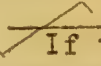
#### SECTION IV. - PREPARATION AND ASSEMBLY OF MATERIALS IN COUNTY OFFICE

##### A. Preparation of enlargements.

1. Usable area lines and correction factors. - Where enlargements have been used in previous years but new copies are obtained for use in 1941, they should be prepared in advance of the training of local supervisors. If zone and usable area lines have not been placed on the enlargements before delivery to the county, the zone and usable area lines and the appropriate correction factors will be entered on the enlargements by the county office in accordance with previous instructions from the State office. Enlargements may be bound with cellulose tape to prevent tearing.

2. Identification of farms. - Every farm within the usable area of each enlargement should be identified, if possible, and listed on the margin or the back of the photograph as an index to the farms appearing on it. The letters "N.P." (denoting non-participating) should be written on the index, after the name of the owner or operator of each farm not participating in the 1941 Agricultural Conservation Program.

(a). On new enlargements, the farm boundaries and farm serial numbers will be transferred from the 1940 copies to the new copies.

(b). On 1940 enlargements, the farm and field boundaries should not be altered before being taken to the field by the supervisor. The supervisor should be cautioned that when checking such farms he must be extremely careful to determine that the farm and field boundaries as shown have not been changed. Where boundaries have been changed, he will erase or place the symbol  through the old lines and enter the corrected lines. If the acreage figures have not been placed on the enlargements for all fields and subdivisions outlined in 1940, the acreage figures for all of the fields and subdivisions that were measured in 1940 or for which measured figures were available should be listed on a sheet of paper opposite their respective field numbers. This sheet of paper should be placed in the compliance folder for that farm.



(c). Method of identifying farms. - In identifying farms on the photograph the following procedure should be used:

(1). Using red (waterproof) ink, accurately indicate the farm boundaries and place the farm serial number for each farm within the usable area on the photograph near the farm buildings or center of the farm. These numbers should be entered in small clear figures and circled. Care should be taken that the lines and figures do not obliterate field boundaries. In woodland, swamp, etc., the farm boundaries need be shown only approximately. In indicating farm boundaries extreme care must be taken to avoid obscuring the natural or fence boundaries shown on the photograph. The line should be fine and should permit the photographed boundary to show through.

3. Listing farms appearing on overlapping photographs. - In listing the farms to be checked on each photograph, there should be included those for which the larger part of the farm lies within the usable area. In many cases, however, it will be advisable to check part of the farm on one photograph and the other part on the adjoining photograph. In such cases, the farm should not be checked until both photographs can be used on the farm at the same time. To identify the portion of the farm checked on each adjoining photograph, place on the margin of each photograph the farm serial number and the number of the adjoining photograph on which the remaining portion of the farm is checked. Thus: (Serial No. 572 - Photo No. 15-87).

B. Assembly of materials. - There should be assembled for each participating farm and for other farms for which tobacco or cotton allotments are determined for 1941 or such crops are planted in 1941:

1. Form ECR-518,
2. Form ECR-515, if applicable,
3. Copy of farm map (blue line print), cut-out, or acreage list.

The above forms for each farm should be placed in an individual 9 1/2" by 12" envelope so as to guard against loss or confusion with forms for other farms. The operator's name, the farm serial number, aerial photograph number, and any other information which would help identify the farm, should be shown in the space provided on the performance folders. In the opposite corner from the above information should be indicated the type of check necessary for the supervisor to make on that farm. All envelopes bearing the same photograph number should be grouped together.

C. Entries on Form ECR-518. The following entries should be made on Form ECR-518 at the county office prior to delivery to the supervisors:

1. State and county code, 1941 farm serial number, photograph number, and the name and address of the 1941 operator;



2. The special crop allotments (including permitted acreages of wheat, when more than 10 acres, circled) and yields in Section III; the total cropland, non-crop pasture, commercial orchard and soil-building goal in Section IV; and the amount and description of each kind of material furnished to the farm by the Agricultural Adjustment Administration as AAA conservation materials in Section VI.
3. The letters "N.P.", in the case of non-participating farms.

#### SECTION V. - GENERAL INSTRUCTIONS FOR LOCAL SUPERVISORS

A. Preparation. - The supervisor will receive from the county office the photograph and the envelopes containing forms, farm maps, cutouts or acreage lists, for the farms on the photographs on which performance is to be checked. The above material for each farm should be kept in its envelope.

B. Care and Use of Photographs. - Photographs should always be carried flat on cardboard or light boards. They must be kept flat, never rolled or creased and must be protected from dirt and moisture. Except in counties where the photographs will be used only for reference purposes the photograph in use should be fastened to a light but rigid board furnished for this purpose. A suitable waterproof material should be fastened to the edge of the board to protect a part of the photograph while in use and to cover the whole photograph while not in use. Oilcloth has been found unsuitable for this purpose.

Pencils used on the photographs should be Faber's Potent Copying, No. 746. No notations other than boundary lines and figures should be made on the photographs. Pencils must be kept sharp. If one end of the pencil is sharpened to a chisel point for use on lines much better work can be done.

C. Assistance of Operator. - If practicable, the farm operator should be notified a day or so before performance is to be checked on his farm.

The assistance of the operator or his representative must be obtained in checking the farm. Whenever possible, the supervisor should obtain (on the back of Form ECR-518) the operator's designation of a representative if the operator himself is unable to accompany the supervisor. For example, "I hereby designate John Smith to approve the report of performance on my farm", signed "John Jones." The assistance of the operator or his representative is of especial importance in determining (1) subdivisions of fields, (2) areas on which soil-building practices were carried out by each producer, (3) special crops of different tenants and the shares of each, (4) areas which have been devoted to a crop which does not appear on the land, (5) whether the farm or field boundaries have been changed since performance was checked in 1940, and (6) other information called for in Form ECR-518. The work of any supervisor will be considered unsatisfactory if he checks performance on any farm without the assistance of the operator or



his representative.

The supervisor should not go on any farm for the purpose of checking performance if the operator objects. If the operator refuses to permit the supervisor to check performance on the farm, a note to that effect should be entered on Form ECR-518 for such farm and should be followed by the signature of the supervisor, the date of the refusal, nature of the refusal, and, if possible, the signature of the operator.

D. Identification of Farms. - The supervisor will identify those farms on which performance is to be checked but which are not identified on the enlargement or for which a farm map is not available. He will indicate the farm boundaries and enter the farm serial number on the enlargement in accordance with the instructions outlined under 2(c), "Method of Identifying Farms", in Section IV above, except that pencil rather than ink should be used.

#### SECTION VI. - PROCEDURE FOR SUPERVISORS CHECKING PERFORMANCE FOR ALL TYPES OF FARMS.

A. Use of farm maps, cut-outs or old enlargements. - It will not be necessary to outline and measure any areas which are required by the succeeding three paragraphs, B, C, and D, to be outlined and measured, if these areas appear on the farm map, cut-out or old enlargement and measurements are available.

B. Participating farms with more than thirty acres of cropland and having a total depleting allotment. (Total Allotment Farms). -

1. The supervisor will check the farm boundary and accurately show on the enlargement permanent boundaries of all fields containing a general depleting crop, seeding, green manure or forestry practice, carefully estimating the portion devoted to each general depleting crop or practice within such fields. For special crops and for wheat on non-wheat allotment farms, where the wheat acreage obviously is 8.0 acres or more, he will show all permanent or subdivision boundaries necessary for an accurate acreage determination. In commercial vegetable and potato counties where the commercial vegetable or potato acreage obviously is 2.0 acres or more, the supervisor will accurately outline the areas devoted to vegetables or potatoes.

C. All other participating farms. -

1. The supervisor will check the farm boundary and accurately show on the enlargement all permanent or subdivision boundaries necessary for accurate acreage determination of any special crops and for wheat on non-wheat allotment farms, if the wheat acreage obviously is 8.0 acres or more. All permanent boundaries will be shown on the enlargement for each field containing a seeding, green manure or forestry practice, estimating carefully



the portion devoted to the practice within such a field. In commercial vegetable and potato counties where the commercial vegetable or potato acreage obviously is 2.0 acres or more, the supervisor will accurately outline the areas devoted to vegetables or potatoes.

D. Non-participating farms. - The supervisor will accurately outline on the enlargement boundaries of all fields and subdivisions devoted in 1941 to:

1. Cotton,
2. Tobacco,
3. Wheat on tobacco or cotton farms, if the wheat acreage obviously is 8.0 acres or more.
4. Wheat on any farm if the 1941 wheat acreage appears to be 15 acres or more.
5. Peanuts.

E. Inspection of fields. - On all participating and non-participating farms, the supervisor must visit and inspect carefully each field or subdivision required by paragraphs B, C, and D of this Section to be outlined on the enlargement. This is necessary in order to properly classify the crops grown thereon, to identify points of subdivision, to locate areas of deduction, if any, and to properly estimate depleting crops where necessary and practices claimed by the operator or his representative. It also will be necessary to inspect all other fields on which lime, phosphate and potash practices are claimed.


It will not be necessary to walk into any of the remaining fields, but the supervisor should be extremely careful that he has not omitted a special crop in any of the fields through which he has not walked. It will be necessary to at least see into each field on an allotment farm to insure against such an omission.

F. Identification of fields. - The supervisor will identify each field which is to be inspected, assigning to it a permanent number, 1, 2, 3, etc., unless the field previously has been properly numbered as indicated on the enlargement or on a farm map. Such numbers should be in a systematic arrangement for the farm.

G. Subdivision designations. - Subdivisions outlined on the photograph will be lettered A, B, C, etc. Thus, a field divided into two parts would be shown as 1A and 1B. A second field on the same farm also divided into two parts would be shown as 2A and 2B, but a third field which is not divided in 1941 would be shown as 3. The designation of a small field may be shown outside the field and tied to it with an arrow.

H. Combined fields or subdivisions. - In some cases, field lines which appear on the photograph or farm map do not represent divisions between the 1941 fields. In other cases, subdivision lines shown on



enlargements which have been used in previous years are incorrect for 1941 or are not to be checked in 1941 since they separate areas for which accurate division lines are unnecessary. To indicate that the areas on both sides of the line are part of the same field or subdivision in 1941, the supervisor should place the symbol  across the line on the farm map or erase the line on the enlargement and treat the whole area as one field or subdivision, as the case may be.

I. Plotting on photographs. - Utmost care should be exercised by the supervisor in locating points and in plotting farm, field and subdivision lines on the enlargement as the accuracy of these later will affect the accuracy of determining acreages. Every effort should be made to hold to a minimum the marks made on the photograph. A record of measurements and notations (on the farm map, if available) should be submitted to the county office in cases where it is necessary to plot lines which the supervisor cannot locate accurately on the enlargement.

The supervisor must carefully distinguish between permanent field boundaries and temporary or crop subdivision lines since farm maps may be made or revised on the basis of the farm and field boundaries as he shows them and only permanent boundaries are to be shown on the maps. Field boundaries will be shown by solid red lines and subdivision lines will be dashed lines.

(1). Small areas. -

a. Small fields or subdivisions. - Any small field or subdivision devoted in 1941 to a special crop for which the supervisor does not have a record of the acreage and which appears to be less than one-half acre or an average width of less than one-half chain should be measured by the supervisor by ground measurements and the measurements shown on the farm map or, if such map is not available, in field notes with a sketch. In the case of areas one-half acre or more where the measurements necessary for plotting are adequate for computing, a computation should be made of the acreage. When the acreage is to be computed, the area need not be plotted on the photograph. A supervisor should be extremely careful in determining whether a special crop is to be plotted or computed. The area should be plotted for measurement if approximately one quarter or more of the perimeter of such area is visible on the enlargement in the form of a fence, wood line, or other natural boundary. In the case of long narrow areas, the supervisor should determine the narrow dimension by ground measurements and the length by scaling on the enlargement and indicate these dimensions in field notes or in Column D of ECR-518. For example: (2.30 x 0.45 ch.)

b. Deductions. - In determining the acreages of any field or subdivision devoted to a special crop or soil-building practice, deductions may be made for areas not devoted to such crop or practice, provided -

- (1) The smallest average dimension is 0.1 chain or more.
- (2) Each deduction contains 0.03 acre or more.



All deductions from row crops shall be measured from row to row. Deductions for edges of fields will be from the last row to the fence or natural boundary. In all cases, the measurements or areas must be the full amounts required above to permit deduction.

## SECTION VII. - SUPERVISOR'S ENTRIES ON FORM ECR-518

Extreme caution should be exercised by the supervisor to avoid erasures or strike-outs on ECR-518. It will not be necessary to initial any such erasures or strike-outs, but it is highly important from the standpoint of interpreting these forms in the county office to avoid as many errors of incomplete or confusing entries as possible in the field.

A. Farm field report (Section I of Form ECR-518.)- This section should be filled in by the supervisor as he goes over the farm. The entries for each field should be made in the course of inspecting the field.

1. Column A: The supervisor should enter in Column A the proper field or subdivision designations for areas required to be outlined. A dash will be entered in Column A for other subdivisions. In addition, fields on which lime, phosphate, or potash is used will be numbered and shown. For example: If a special crop occupies a portion of a field and the rest of the field is devoted to a depleting crop or practice, the portion devoted to the special crops should be designated as 1A. The remaining portion or portions should be entered as 1B. If there were several portions remaining, for which acreage information is required, 1B should be listed once with a dash in Column A for each additional entry made for that subdivision. For further example: If a depleting crop occupies a portion of a field and a non-depleting crop occupies the remaining part, the depleting crop should be designated as field No. 2 and no entry or designation should be made for the non-depleting crop.

2. Column B: Column B will be used for careful estimates, as agreed upon by the supervisor and the operator or his representatives, of areas for which the supervisor does not have a record of the acreage. An entry will not be made in Column B if the acreage is available, unless the operator or his representative, or the supervisor thinks that such acreage is incorrect and wants it remeasured, in which event his estimate will be entered in Column B as an indication to the County Office that the area is to be planimetered or rotometered.

3. Column C: Entries will be made in this column as follows:

(a) Fields not subdivided. - If the supervisor has a record of the acreage he will enter it in Column C for each field which is not subdivided and which has not been changed since performance was checked in 1940, if that field is entirely devoted to one crop which it is necessary to outline on the enlargement. If the supervisor has a record of the 1940 boundaries but doesn't have a record of the acreage, he will write the word "same" in the top of the space in Column C. The supervisor will make



no entry in Column C unless the 1941 boundary is known to be the same as in 1940.

(b) Subdivisions. - The acreage of subdivisions devoted to special crops will be entered in Column C by the supervisor if the 1941 subdivision is identical with a measured 1940 subdivision. He will enter in Column C a careful estimate of the acreage of other subdivisions if the acreage of the field is known.

4. Column D: The supervisor will make an entry in Column D for each special crop (including cotton failure) or practice to which a field or subdivision is devoted in the 1941 program year. On total allotment farms he also will make entries for general depleting crops. Crops seeded after June 30, 1941, should not be shown.

Commercial vegetables planted in the fall of 1940 for harvest in 1941 should be shown. On any commercial vegetable or market garden farm, it will not be necessary to segregate each type of vegetable with a separate entry on ECR-518, or by subdivision on the photograph, where several types appear in the same field and each vegetable in the group is a commercial vegetable. For example: If a field contains tomatoes, snapbeans and lettuce, one line would be used in Column D. The field would be outlined for measurement and the entry on one line in Column D would be "Tomatoes, Snapbeans, Lettuce." Do not list them as just commercial vegetables. The width of rows of commercial vegetables and commercial potatoes interplanted or planted in rows wider than the normal width should be shown.

The type of tobacco should be shown in all cases where more than one type is grown in the county.

If the operator states that any part of the cotton grown on the farm in 1941 is certified pure strain Sea Island or American-Egyptian, the supervisor should make a separate entry for such cotton followed by the notation "Sea Island" or "American-Egyptian" in Column D.

If two or more crops, for which an entry is required in Column D, are grown in succession in the same field or subdivision, the supervisor will enter such crops on the same line preceded by numbers (circled), indicating the order in which the crops occupied the land, for example:

- (1) "Crimson Clover turned April"
- (2) "Corn"

In the case of land in cultivation for the first time in 1941, which is required to be checked, the words "new ground" should be entered.

The month in which each practice was carried should be shown; for example, "Lesp., Feb."

If a seeding practice is carried out during the program year in connection with a soil-depleting crop, the name of the soil-depleting crop should be shown. In the case of the application of fertilizing materials



such as superphosphate, basic slag, or potash, the crop or crops to which such application was made and the analysis of the fertilizer should be clearly indicated in the description of the practice. For example: "20% phosphate on alfalfa, Apr."

Superphosphate, potash, and basic slag applied to grasses or legumes in connection with soil-depleting crops will not qualify for credit and should not be shown except that the manner in which conservation materials furnished by the A.A.A. are used should always be shown and the letters AAA should precede the description. In case any such material is used so as not to qualify for credit, the supervisor will clearly indicate this fact.

In the case of a mixed fertilizer which is used in such manner as to qualify for a soil-building practice, the supervisor should enter the total quantity and analysis of the material in this column and the county office should compute the equivalent. The crop or field to which limestone is applied should be indicated regardless of whether it is conservation material furnished by the A.A.A. or commercial limestone.

The total quantity of the materials used in connection with each practice such as pounds of seed used in seeding practices, the total pounds of lime or superphosphate or potash applied, or the total linear feet of terrace constructed, should be recorded in the "Materials" sub-column of Column D.

All practicable means, such as invoices, etc., should be used to verify the practices reported as carried out. If the supervisor has any doubt as to whether a practice reported was carried out, he should so indicate on Form ECR-518 for the information of the county committee.

The supervisor will enter in Column D his careful estimate of the fractional portion or percentage of each crop in any field for which an entry is made in Column D, except where the acreage of the field is known and none of the remaining parts of the field is to be accurately measured in the office. The estimated fraction or percentage to be entered in Column D should precede the description of the crop. In making such estimates the operator's estimate of the acreage should be carefully considered and an agreement as to the correct estimate should be reached between the operator and the supervisor. In such cases, it will be permissible to make such measurements as are necessary to reach an agreement.

5. Column E: The supervisor will make no entries in this column.

6. Column F: The dimensions of non-cropland and non-depleting cropland deductions will be entered in Column F on the same line as the crop from which deducted. The dimensions of depleting cropland deductions will be entered in this column on a separate line and will be given a separate subdivision letter in Column A.



7. Columns G and H: The supervisor will make no entries in these columns.

8. Columns I, J, and K: The names and addresses of the producers who share in each field or subdivision of special crops or practices will be entered in the spaces provided in Section V. The number preceding the line for the name of the producer (11, 12, 13, etc.), will serve as a code to indicate reference to such producer in Column I of Section I and other places on the Form ECR-518. The code numbers indicating each producer interested in the 1941 special crop or practice should be entered in Column I. The share of each in the special crop should be indicated by a fraction in Column J.

If two or more producers contributed to a practice, the letters "P.S.," denoting practice share, should be shown in Column K opposite their code numbers in Column I. Where a practice was carried out by one person, the word "All" should be shown in Column K opposite his code number in Column I. If the operator received all the crops and carried out all the practices, the words "All Crops and Practices" should be entered vertically in Column I.

In determining whether a person contributed to the carrying out of a soil-building practice which would entitle him to share in the payment therefor, consideration should be given to cash expenditures made in carrying out the practice (as in purchasing seed, fertilizer, or other materials or employing labor) and to labor performed without compensation.

In the event (1) a special crop for which an allotment has been determined for the farm is not grown in 1941 or (2) in the event of complete or partial failure of such crop, or (3) failure to plant at least 80 percent of the cotton allotment, the supervisor will show in field notes the cause and extent of such failure and the share to which each producer would have been entitled had the full acreage of such crop been harvested.

B. Other farms in which any producer on the farm has an interest (Sec. VII of Form ECR-518). - The supervisor should identify carefully other farms in the county in which any producer on the farm has an interest and should indicate clearly the producers who are so interested. Farm serial numbers or descriptions may be used. Similar information for farms in each other county and State in which any producer on the farm has an interest should be shown, together with the number of such farms and the county and State in which each is located. If this information is not available for any producer, a notation to that effect should be entered by the supervisor. In case no producer on the farm has an interest in any other farm, the word "None" should be written in this section.

C. Wheat data, Section II of Form ECR-518. - The supervisor will enter, for non-wheat allotment farms, the number of families on the farm in 1941 and number of bushels of wheat sold from the 1940 wheat crop.



D. Operator's certificate, Section XI. - The supervisor should read the Operator's Certificate, Section XI, to the operator or his representative, explain what it means and obtain his signature after the Form ECR-518 has been filled in (with the exception of the entries which require computations by the county office) and after the operator or his representative has reviewed the data entered thereon. The supervisor should sign and date the form in the spaces provided.

#### SECTION VIII. - CHECKING SUPERVISOR'S REPORT IN COUNTY OFFICE

Each supervisor should be given one photograph which he should turn in to the county office as soon as he has completed five farms. He then should be issued two photographs with instructions to work one-half of the week on one and the other half on the other. In this manner three photographs per supervisor are made available within the first ten days for use by the county office and State supervisor.

On completion of the above arrangements the supervisor should be given another photograph which he should return to the office at the end of a week to be reissued after acreage notices have been mailed for the farms which have been checked.

The supervisor's work should be checked as promptly as possible at the county office. The results of this checking should be made available immediately to the person in the office responsible for the work of the local supervisors.

The supervisor should be shown any errors he has made and should be instructed to make any necessary corrections and obtain information missing from his report. Promptness in checking the report with the supervisor will save much time and make for accuracy of reports.

#### SECTION IX. - RECHECKING

In general, not more than one visit should be made to a farm other than for the disposition of excess tobacco, cotton, or peanuts.

Rechecks will be entered with red pencil on the same copy of Form ECR-518 as was used to check the farm originally and will be signed and dated by the recheck supervisor.

A. Rechecking acreages at farmer's request. - Upon application of any producer for a recheck of acreages, such recheck should be provided by the county office upon deposit with the treasurer of the county association of an amount specified by the State committee, which is deemed to be sufficient to defray the estimated cost of such recheck to the county association. This amount shall be returned to the producer if the recheck shows that material errors were made in the first check of performance on the farm. Rechecks of all farms originally checked by supervisors who since have been disqualified shall be made at the expense of the county association.



Rechecks of performance determinations alleged by the producer to be in error should in no case be made by the supervisor who originally checked the farm, and in all cases should be made by the best qualified supervisors. Any necessary rechecks of field acreages in the county office should be made by a fully competent acreage computer and special care should be taken to see that entirely accurate and unbiased determinations are obtained.

B. Checking disposition of excess acreage. - The classification of excess acres of tobacco, peanuts and cotton may be changed by acceptable disposition of the excess, provided such disposition is made before harvest in the case of tobacco and peanuts and before formation of the bolls in the case of cotton. If, after the acreage of such crops has been determined, the producer notifies the county office that an excess has been disposed of, a supervisor will determine the acreage(s) of such crop(s) disposed of, and the method of disposition. The area disposed of will be plotted on the photograph except in cases where it is less than 0.5. In all cases the area and the measurements made will be shown on the farm map, or if such map is not available, on a sketch. Such map or sketch will be on or attached to Form ECR-518. Where a portion of the field is disposed of, that portion should be indicated by a different letter.

No entries will be made by the supervisor in Columns B and C. The words "Tobacco disked," "Cotton plowed," or appropriate entries will be made in Column D to indicate the disposition which has been made of the excess.

When the supervisor's report has been completed, the county office will planimeter, rotometer, or compute and enter in Column C the acreage disposed of, subtract it from the entry for the field or subdivision in Column H, strike through the entry in Column H and enter the corrected figure above it. All entries and corrections on the report, both by the recheck supervisor and the county office, will be made in red and such corrections should be initialed.

Disposition of other crops will not be checked since the classification cannot be changed by the disposition of excess acreage.

#### SECTION X. - DESCRIPTIONS FOR RECORDING SOIL-BUILDING PRACTICES

Statement of Practice	Example of description to be entered by supervisor on Form ECR-518
<u>Superphosphate</u> applied (except in connection with soil-depleting crops) to, or in connection with the seeding of, green manure crops in orchards, perennial or biennial legumes, perennial grasses, winter legumes, lespedeza, crotalaria, annual ryegrass, or permanent pasture.	16% phos. on red clover alone (Apr.) -or- 20% phos. on permanent pasture (Apr.).

Statement of Practice	Example of description to be entered by supervisor on Form ECR-518
<p><u>AAA superphosphate</u> applied (except in connection with soil-depleting crops) to or in connection with the seeding of, green manure crops in orchards, perennial or biennial legumes, perennial grasses, winter legumes, lespedeza, crotalaria, annual ryegrass, or permanent pasture.</p>	<p>AAA triple phos. on non-crop pasture (Apr.)</p> <p>- or -</p> <p>AAA 20% phos. on non-crop pasture (Apr.)</p>
<p><u>Potash</u> applied (except in connection with soil-depleting crops) to, or in connection with the seeding of, perennial or biennial legumes, perennial grasses, winter legumes, lespedeza, crotalaria, annual ryegrass, or permanent pasture.</p>	<p>Potash on alfalfa (Mar.)</p>
<p><u>Ground limestone</u> or equivalent applied to farm land.</p>	<p>Limestone (May)</p> <p>-or-</p> <p>Burned Lime (June)</p>
<p><u>AAA ground limestone</u> applied to farm land.</p>	<p>AAA limestone on corn (May)</p>
<p><u>Seeding</u> adapted varieties of alfalfa.</p>	<p>Seeding alfalfa (Aug.)</p>
<p><u>Seeding</u> crimson clover, vetch, or Austrian winter peas as winter cover crops.</p>	<p>Seeding crimson clover (Aug.)</p>
<p><u>Seeding</u> annual lespedeza.</p>	<p>Seeding lespedeza (Feb.)</p>
<p><u>Seeding</u> timothy, redtop, or a mixture consisting solely of timothy and redtop.</p>	<p>Seeding redtop (Nov.)</p>
<p><u>Seeding</u> sericea, domestic red clover, alsike clover, sweet clover, whiteclover, Kudzu, bluegrass, orchard grass, crotalaria, annual ryegrass, or a mixture of legumes or perennial grasses other than a mixture consisting solely of timothy and redtop.</p>	<p>Seeding approved red clover (March)</p>
<p><u>Cover Crops.</u> - A good stand and good growth of wheat on a non-wheat-allotment farm, winter oats, barley, rye, or mixtures of these crops, from which seed is not harvested by mechanical means, must be left on the land as a temporary mulch to qualify for credit. Any crop for which practice credit is allowed as green manure will not qualify for credit under this practice.</p>	<p>Rye left</p>



Statement of Practice	Example of description to be entered by supervisor on Form ECR-518
<p><u>Green Manure.</u> - A good stand and good growth of crimson clover, vetch, Austrian winter peas, sweet clover, rye, winter oats, winter barley, winter wheat, or mixtures of these crops must be plowed or disked under as a green manure to qualify for credit. Any acreage of wheat plowed under for the purpose of reducing the planted acreage of wheat in connection with the 3% or 3 acre provision will not qualify for credit as green manure. 1941 seeding of sweet clover will not qualify for credit under this practice.</p>	<p>Crimson clover turned</p>
<p><u>Terracing.</u> - Construction of standard terraces for which proper outlets are provided. See ECR-501 for specifications.</p>	<p>Terracing by county unit (Feb.) - or - Terracing by producer (Feb.)</p>
<p><u>Contour stripping.</u> - Establishment or maintenance of a system of contourstripping. See ECR-501 for specifications.</p>	<p>Stripcropping (Give full description of crops and system used.)</p>
<p><u>Planting forest trees</u> (including shrubs beneficial to wildlife or in protective plantings) provided such trees are protected from fire and grazing and cultivated in accordance with good tree culture and wildlife management as specified in ECR-501</p>	<p>Planting slash pines (Mar.)</p>
<p><u>Improving a stand of forest trees,</u> with prior approval of the county committee, under the system of farm woodlot and wildlife management as specified in ECR-501.</p>	<p>Improving forest stand (Feb. - Mar.)</p>
<p><u>Apple tree removal.</u> - Removal of disease-infested or uneconomic apple trees in specified counties. See ECR-501.</p>	<p>Diseased apple trees removed - or - Uneconomic apple trees removed</p>
<p><u>Farm ditches.</u> - Constructing or reconstructing farm ditches (including lateral and lead ditches) for which proper outlets are provided. This practice is applicable only in Nansemond, Norfolk, and Princess Anne Counties.</p>	<p>Constructing ditches - or - Reconstructing ditches</p>
<p><u>Food and feed production.</u>-Performance of a food and feed production practice by a landlord, tenant, or sharecropper on a farm which qualifies for a cotton order stamp payment under the provision of the 1941 Supplementary Cotton Program. (See Supplement to ECR-501 for additional speci-</p>	<p>Food and Feed Practice  (Supervisor should describe practice in detail in field notes.)</p>

1.42  
Ea7F  
UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
EAST CENTRAL DIVISIONLIBRARY  
RECEIVED

★ MAY 15 1941

U. S. DEPARTMENT OF AGRICULTURE  
WEST VIRGINIA

## 1941 AGRICULTURAL CONSERVATION PROGRAM - - - - -

PART I. - PROCEDURE FOR DETERMINATION OF PERFORMANCE WITH AERIAL  
PHOTOGRAPHS AND FARM MAPS

These instructions outline the method of establishing proof of performance in accordance with the provisions of the 1941 Agricultural Conservation Program including 1941 crop acreages and the soil-building practices carried out under the program.

## SECTION I. - DEFINITIONS

As used in these instructions the following words and phrases have the following meanings:

1. Farm map. - A map of a farm (showing boundaries and acreages of fields) reproduced from a tracing which was made in the county office either by direct tracing or pantographed (enlarged) from the aerial photograph on which such farm is shown.
2. Sketch or sketch map. - An approximate map of a farm or a field prepared by a supervisor from observations and measurements (chained or paced); not traced from a photograph.
3. Photograph; enlargement. - These terms are synonymous as used in connection with performance checking; an aerial picture, reproduced by enlarging from a negative. Photographs are not maps in the true sense of the word and should not be so called.
4. Permanent boundary. - A fixed boundary, definable on the ground and on the photograph, if present when the photograph was made, such as a fence, hedge, permanent ditch, creek, road, lane, wood line, farm boundary, or similar permanent features, or combinations of these.
5. Temporary boundary. - A division between crops which is not fixed and which either would disappear when the crops are removed or could easily be moved, as in the case of a temporary fence.
6. Field. - A body of land with a complete permanent boundary.
7. Subdivision. - A portion of a field, devoted to a crop, a practice, or other land use different from the remainder of the field or a portion of a field (or other subdivision) devoted to a special crop which is divided between producers on a basis different from that on which such crop in the remainder of the field (or subdivision) is divided.
8. Computed acreage. - Acreage determined by figuring from measurements made. This method is not as accurate as planimetering, unless the



measurements are carefully made and the field is a true rectangle or the angles have been accurately determined with surveying instruments. It should never be used in counties in which aerial photographs or farm maps are available except in those cases where it is specifically authorized by the State office.

9. Measured acreage. - Acreage accurately determined in the county office by (1) computing as in 8 above, (2) planimetering on the photograph or (3) reference to records of acreages arrived at by planimetering.

10. Careful estimate. - An acreage determined by the supervisor by some simple method, such as scaling between identifiable points on the enlargement, pacing the sides or counting the fence posts, or, in the case of a subdivision of a field, by arriving at the acreage of the subdivision as a proportion of the acreage of the whole field.

11. Participating farm. - A farm for which the owner or operator indicated on or before April 15, 1941, that such farm is taking part in the 1941 Agricultural Conservation Program.

12. Non-participating farm. - A farm for which the owner or operator did not indicate on or before April 15, 1941, that such farm is taking part in the 1941 Agricultural Conservation Program.

13. Allotment farm. - A farm for which a special crop (tobacco or wheat) acreage allotment has been determined.

14. Non-allotment farm. - A farm for which no special crop acreage allotments have been determined.

15. Total allotment farm. - A participating farm with more than 30 acres of cropland and a total depleting allotment.

16. Farm Groups. - Due to the fact that not all farms to be checked for performance in 1941 have in previous years been checked alike, farms to be checked in 1941 by the use of photographs and farm maps are classified into the following groups.

Group I Farms:- This group consists of farms for which farm maps have been prepared.

Group II Farms:- This group consists of farms not previously checked by use of photographs either because they were non-participating farms or because photographs were not available for use.

## SECTION II. - CONDUCT OF WORK

A. Responsibility of county committee. - County committees must exercise sufficient supervision to insure accurate and satisfactory work on the part of local supervisors, planimeter operators, and other persons

engaged in the preparation of Forms ECR-518, and ECR-520. A designated person in each county office should spot check the work of planimeter operators and of others in the county office who work on the completion of Forms ECR-518, and the preparation of Form ECR-520, at least once each week and more frequently if required by the State office.

The chief clerk or other designated person will be responsible to the county committee for coordination of field and office work, the office operations incident to performance checking, and the summarization of Forms ECR-518. A specified clerk should be responsible for the distribution of enlargements, farm maps, and other required materials to supervisors and for the preparation of progress reports.

B. Supervision by State office. - State supervisors working under the direction of the State office will check two or more farms reported by each local supervisor, at least 2 per cent of all farms on which performance is to be checked, and at least two farms which have been rechecked by each recheck supervisor, in connection with the disposition of excess acreage or at the request of the farm operator. At least one-half of the local supervisors' reports which are checked in each county will be selected at random by communities. A report on Form ECR-529 for each farm checked by a State supervisor, will be filed in the county office and a copy will be filed in the State office.

Upon each visit to a county, the State supervisor will check the work of each planimeter operator and will prepare a report on Form ECR-331 showing the acreages computed by the operator and the correct acreages as determined by the State supervisor. One copy of this report will be filed in the county office and one copy forwarded to the State office.

State office representatives will make a complete and careful audit of Forms ECR-518 and ECR-520 for at least 2 per cent of the farms on which performance is determined in each county. The results of this audit will be reported on Form ECR-534. One copy of this report will be filed in the State office and one copy in the county office.

### SECTION III. - GENERAL USE AND CARE OF PHOTOGRAPHS

Aerial photographic materials are of considerable value and must be given proper care. A filing case should be provided for keeping photographs and indexes when they are not in use. Photographs should be protected from moisture and direct sunlight, and should never be rolled or folded. Every effort should be made to keep them clean and free of dust. Accurate record should be kept of all photographs taken to the field by each supervisor.

Inasmuch as the purpose of using aerial photographs and farm maps prepared from them, in checking performance is to make possible the accurate determination of the acreages of crops, and soil-building practices carried out under the program, it is important that all work in connection with each photograph or farm map be performed so as to accurately and effectively accomplish this objective.



A. Scale of enlargements. - Unless otherwise indicated 1 inch on the enlargements used in performance checking equals 660 feet on the ground (8 inches equal 1 mile). At this scale, 1 square inch on the photograph equals 10 acres and 1 linear inch equals 10 chains.

B. Correction factors for enlargements. - Photographs will be marked off into zones indicated by lines. The purpose of these zones is to correct for tilt of the camera at the time the picture was made or for differences in the elevation of different areas on the photograph. The factors furnished for each zone must be applied to the planimeter readings to obtain acreages.

C. Usable areas of enlargements. - The area within which measurements are to be made on each photograph will be indicated by lines dividing the overlapping areas of the adjoining prints. In the margin of each photograph will be indicated the number of each overlapping photograph.

D. Photo-indexes. - These indexes will show by photograph number the relative location of photographs in the county. They also will serve to locate the photograph on which any particular farm appears, by study of the location of highways, towns, railroads, streams, etc. Most of the indexes furnished will be to the scale of approximately 1 inch equals 1 mile.

#### SECTION IV. - PREPARATION AND ASSEMBLY OF MATERIALS IN COUNTY OFFICE

##### A. Preparation of enlargements.

1. Usable area lines and correction factors. - Where enlargements are to be used for the first time in 1941 or where they have been used in previous years but new copies are obtained for use in 1941, they should be prepared in advance of the training of local supervisors. If zone and usable area lines have not been placed on the enlargements before delivery to the county, the zone and usable area lines and the appropriate correction factors will be entered on the enlargements by the county office in accordance with instructions from the State office. Enlargements which are to be used or are being used for the second year may, upon approval of the State office, be bound with cellulose tape to prevent tearing.

2. Identification of farms. - Every farm within the usable area of each enlargement should be identified, if possible, and listed on the margin of the photograph or on a separate form or sheet as an index to the farms appearing on it. The words "not in program" or the letters "N.P." (denoting "not participating") should be written on the index, after the name of the owner or operator of each farm not participating in the 1941 Agricultural Conservation Program.

a. Where enlargements are to be used in 1941 for the first time, all farms, regardless of whether participating or non-participating, should be identified in the county office prior to the time of performance checking, insofar as possible by the supervisors and committeemen who are familiar with the farms in the area. In the event it is not possible to identify all farms in this way, the supervisor, while checking performance, will

identify the remaining participating farms and will enter the serial number and the name of the owner or operator on the index. For each farm so identified in the county office the farm serial number should be placed within the usable area on the photograph near the farm buildings or center of the farm. These numbers should be entered in red ink, in small clear figures, and circled.

b. Where enlargements were used in 1940 and new copies are to be used in 1941, the farm boundaries, farm serial numbers, and field (not subdivision) numbers will be transferred from the 1940 copies.

Farm serial numbers should be entered, using red ink, in small clear figures, and circled. Farm boundaries should be indicated by fine red ink lines which will not obscure the natural or fence boundaries shown on the photograph. In woodland, swamp, etc., the farm boundaries need be shown only approximately. Field numbers should be entered on the new enlargements in small clear uncircled figures, using blue ink.

c. Where enlargements have been used in previous years and the same copies are being used again in 1941 the farm and field boundaries should not be altered before being taken to the field by the supervisor. The index to each enlargement should be carefully checked, and, where necessary, corrected, so that 1941 participating farms and 1941 farm operators will be correctly shown.

3. Listing farms appearing on overlapping photographs. - In listing the farms to be checked on each photograph, there should be included those for which the larger part of the farm lies within the usable area. In many cases, however, it will be advisable to check part of the farm on one photograph and the other part on the adjoining photograph. In such cases, the farm should not be checked until both photographs can be used on the farm at the same time. To identify the portion of the farm checked on each adjoining photograph, place on the margin of each photograph the farm serial number and the number of the adjoining photograph on which the remaining portion of the farm is checked. Thus: (Serial No. 572 - Photo No. 15-87).

B. Assembly of Materials. - There should be assembled for each participating farm, and for other farms for which tobacco allotments are determined in 1941 or on which tobacco is planted in 1941:

1. Form ECR-518.
2. Form ECR-515, if applicable.
3. Form ACP-64, (yellow copy), if used as a farm plan instead of Form ECR-515 but not as an order for conservation materials.
4. Form ECR-505, if such form was used for checking wheat.
5. Copy of farm map (blue line print), if available.

The above forms for each farm should be placed in an individual 9 1/2 by 12-inch envelope so as to guard against loss or confusion with forms for other farms. The operator's name, the farm serial number, aerial photograph number, and any other information which would help identify the farm, should be shown on the outside of the envelope. All envelopes bearing the same photograph number should be grouped together.



C. Entries on Form ECR-518. - The following entries should be made on Form ECR-518 at the county office prior to delivery to the supervisors:

1. State and county code, 1941 farm serial number, photograph number, and name and address of the 1941 operator;
2. The yield per acre of tobacco or wheat in Section III on line 1 for farms for which an allotment has been determined;
3. Acreage allotments for tobacco or wheat determined should be entered in Section III on line 2 (wheat acreage allotments should be prefixed by the letter "a"). The "usual" acreages of wheat should be entered for those non-allotment wheat farms with "usual" acreages of more than ten acres.
4. The acreages of total cropland, eligible non-crop pasture, and commercial orchards and the soil-building goal in Section IV, form ECR-511.
5. The amount of each kind of conservation material furnished the farm, in the spaces provided in Section VI. Both the total amount of the material and the amount of material furnished each producer should be entered. For those non-allotment farms for which the operator has signified his choice that conservation materials received shall be in lieu of any payment earned, the words "Materials Only" should be written prominently across Section IV of Form ECR-518.
6. The letters "T.A", following the serial number, in the case of total allotment farms.
7. The letters "N.P.", following the serial number, in the case of non-participating farms.

#### SECTION V. - GENERAL INSTRUCTIONS FOR LOCAL SUPERVISORS

A. Preparation. - The supervisor will receive from the county office the photograph and the envelopes containing forms (and farm maps, if available) for the farms on the photographs on which performance is to be checked. This set of forms and the map for each farm should be kept in its envelope.

B. Care and use of photographs. - Photographs should be carried in a flat cardboard container which usually will be furnished by the county office. They must be kept flat, never rolled or creased, and must be protected from dirt and moisture. The photograph in use should be fastened to a light but rigid board furnished for this purpose. A suitable waterproof material such as glider material should be fastened to the edge of the board to protect a part of the photograph while in use and to cover the whole photograph while not in use. Oilcloth has been found unsuitable for this purpose.

Pencils used on the photographs should be only of a kind designated by the State office. No notations other than boundary lines and figures should be made on the photographs. Pencils must be kept sharp. If one end of the pencil is sharpened to a chisel point for use on lines much better work can be done.

C. Assistance of operator. - If practicable the farm operator should be notified a day or so before performance is to be checked on his farm.

The assistance of the operator or his representative must be obtained in checking the farm. Such assistance is of especial importance in locating (1) subdivisions of fields devoted to special crops, (2) areas on which soil-building practices were carried out by each producer, (3) special crops of different tenants and the shares of each, (4) areas which have been devoted to a crop which does not appear on the land, (5) whether the farm or field boundaries have been changed since performance was checked in 1940, (6) other information called for in Forms ECR-518, and (7) on farms being checked the first time by use of photographs, the farm boundaries.

The supervisor should not go on any farm for the purpose of checking performance if the operator objects. If the operator refuses to permit the supervisor to check performance on the farm, a note to the effect should be entered on Form ECR-518 for such farm and should be followed by the signature of the supervisor, the date of the refusal, and if possible the signature of the operator.

D. Plotting on photographs. - Utmost care should be exercised by the supervisor in locating points and in plotting farm, field and subdivision lines on the enlargement as the accuracy of these will later affect the accuracy of determining acreages. Every effort should be made to hold to a minimum the marks made on the photograph. A record of measurements and notations (on the farm map, if available) should be submitted to the county office in cases where it is necessary to plot lines which the supervisor cannot locate accurately on the enlargement.

The supervisor must carefully distinguish between permanent field boundaries and temporary or crop subdivision lines since farm maps will be made or revised on the basis of the farm and field boundaries as he shows them and only permanent boundaries are to be shown on the maps.

Farm boundaries will be shown on photographs by a dashed red pencil line. Field boundaries will be shown by a dashed blue pencil line. Subdivision boundaries will be shown by a solid blue pencil line. Pencils must be kept sharp, in order that the lines will not be so wide as to affect accuracy of acreage determination.

In locating points or scaling in lines on the enlargements the supervisor must know the scale of the enlargement or of that portion of it in which the point is to be located or the line is to be placed. Some of the enlargements will be "ratioed" on the back. Others will be "general", that is, two and one-half ( $2\frac{1}{2}$ ) times the size of the negative.

1. Zoned enlargements. - Both ratioed and general enlargements may be divided into zones of different scales due to tilt of the camera when the photograph was taken or to differences in elevation of the ground.

2. Correction factors. - General enlargements and zones on both ratioed and general enlargements will have indicated in the margin applicable factors



which must be applied to planimeter readings in order to obtain acreages. These are called area correction factors. They are not applicable to lineal measurements but a linear factor, in each case, may be obtained by extracting the square root of the area factors.

Examples:

Photograph number	Area factor	Linear factor
ABX - 6 - 97	.914	.956
ACC -11 - 29	1.090	1.044

3. Use of linear factors. - To obtain the correct distance between two points in a zone on the enlargement, the distance between the points may be measured with an engineer's scale and this measured distance multiplied by the linear factor. For example, scaled distance equals 0.4 inches, or 4 chains. Correct distance equals 4 times 0.956, equals 3.824 chains. To locate a point on the enlargement by scaling, divide the distance measured on the ground by the linear factor. For example, distance measured on ground equals 4 chains. Distance to scale on enlargement equals 4 divided by 0.956, equals 4.184 chains.

4. Use of conversion tables. - The "Table for Conversion of Chained Distance on Ground to Inches on Enlargement" on the next two pages will be found very convenient in plotting chained distances on zoned enlargements. The distance chained on the ground should be found in the first column. Inches to be plotted on the enlargement will be found on the same line under the appropriate area correction factor. Area correction factors are listed on the table at three per cent intervals from area factor .610 to area factor 1.420. For chained distances, it will be necessary to determine separately the inches to be plotted for whole chains and for tenths of chains, and add these together to get the correct distance in inches to be plotted on the enlargement.

E. Small Areas. - The following will apply to areas too small or too narrow to be measured accurately from the photographs.

1. Small subdivisions. - Any subdivision devoted in 1941 to a special crop, which appears to be less than one-half acre or an average width of less than one-half chain, should be measured by the supervisor by ground measurements and the measurements shown on the farm map or if such map is not available, in field notes. In the case of long, narrow areas, the supervisor may determine the narrow dimension by ground measurements, the length by scaling on the enlargement, and indicate these dimensions in field notes or in Column D of Form ECR-518. For Example: "2.30 x 0.45".

2. Deductions. - In determining the acreage of any field or subdivision devoted to tobacco or to wheat, deduction may be made for areas not devoted to such crop, provided each such area contains three hundredths (0.03) acre or more. All deductions from row crops shall be determined from the middles, not from the rows. In all cases the area in the plot deducted must be a full three hundredths (0.03) acre or more. Care should be taken to properly classify

TABLE FOR CONVERSION OF CHAINED DISTANCE ON GROUND TO INCHES ON ENLARGEMENT

AREA FACTOR LINEAR FACTOR FEET PER INCH	.620	.640	.670	.700	.730	.760	.790	.820	.850	.880	.910	.940	.970	1.000
	.781	.800	.819	.837	.854	.872	.889	.906	.922	.938	.954	.970	.985	1.000
	.516	.528	.541	.552	.564	.576	.587	.598	.609	.619	.630	.640	.650	.660
RESULTS IN HUNDRETHS OF AN INCH TO BE PLOTTED ON ENLARGEMENT														
GROUND DISTANCE IN CHAINS	.01	.01	.01	.01	.01	.01	.01	.01	.01	.01	.01	.01	.01	.01
0.1	.03	.03	.02	.02	.02	.02	.02	.02	.02	.02	.02	.02	.02	.02
0.2	.04	.04	.04	.04	.04	.03	.03	.03	.03	.03	.03	.03	.03	.03
0.3	.05	.05	.05	.05	.05	.04	.04	.04	.04	.04	.04	.04	.04	.04
0.4	.06	.06	.06	.06	.06	.06	.06	.06	.05	.05	.05	.05	.05	.05
0.5	.08	.08	.07	.07	.07	.07	.07	.07	.07	.07	.06	.06	.06	.06
0.6	.09	.09	.09	.08	.08	.08	.08	.08	.08	.07	.07	.07	.07	.07
0.7	.10	.10	.10	.10	.09	.09	.09	.09	.09	.09	.08	.08	.08	.08
0.8	.11	.11	.11	.11	.10	.10	.10	.10	.10	.10	.09	.09	.09	.09
0.9	.12	.12	.12	.12	.11	.11	.11	.11	.11	.11	.10	.10	.10	.10
1.0	.13	.13	.12	.12	.12	.11	.11	.11	.11	.11	.10	.10	.10	.10
2.0	.26	.25	.24	.24	.23	.23	.22	.22	.22	.21	.21	.21	.20	.20
3.0	.38	.37	.37	.36	.36	.34	.33	.33	.32	.32	.31	.31	.30	.30
4.0	.51	.50	.49	.48	.47	.46	.45	.44	.43	.43	.42	.41	.41	.40
5.0	.64	.62	.61	.60	.59	.57	.56	.55	.54	.53	.52	.51	.51	.50
6.0	.77	.75	.73	.72	.70	.69	.67	.66	.65	.64	.63	.62	.61	.60
7.0	.90	.88	.85	.84	.82	.80	.79	.77	.76	.75	.73	.72	.71	.70
8.0	1.02	1.00	.98	.96	.94	.92	.90	.88	.87	.85	.84	.82	.81	.80
9.0	1.15	1.13	1.10	1.08	1.05	1.03	1.01	.99	.98	.96	.94	.93	.91	.90
10.0	1.28	1.25	1.22	1.20	1.17	1.15	1.12	1.10	1.09	1.07	1.05	1.03	1.02	1.00
11.0	1.41	1.37	1.34	1.32	1.29	1.26	1.24	1.21	1.19	1.17	1.15	1.13	1.12	1.10
12.0	1.54	1.50	1.47	1.43	1.41	1.38	1.35	1.32	1.30	1.28	1.26	1.24	1.22	1.20
13.0	1.66	1.63	1.59	1.55	1.52	1.49	1.46	1.43	1.41	1.39	1.36	1.34	1.32	1.30
14.0	1.79	1.75	1.71	1.67	1.64	1.61	1.57	1.55	1.52	1.49	1.47	1.44	1.42	1.40
15.0	1.92	1.88	1.83	1.79	1.76	1.72	1.69	1.66	1.63	1.60	1.57	1.55	1.52	1.50
16.0	2.05	2.00	1.95	1.91	1.87	1.83	1.80	1.77	1.73	1.71	1.68	1.65	1.62	1.60
17.0	2.18	2.12	2.08	2.03	1.99	1.95	1.91	1.88	1.84	1.81	1.78	1.75	1.73	1.70
18.0	2.30	2.25	2.20	2.15	2.11	2.06	2.02	1.99	1.95	1.92	1.89	1.86	1.83	1.80
19.0	2.43	2.38	2.32	2.27	2.22	2.18	2.14	2.10	2.06	2.03	1.99	1.96	1.93	1.90
20.0	2.56	2.50	2.44	2.39	2.34	2.29	2.25	2.21	2.17	2.13	2.10	2.06	2.03	2.00



TABLE FOR CONVERSION OF CHAINED DISTANCE ON GROUND TO INCHES ON ENLARGEMENT

AREA FACTOR LINEAR FACTOR FEET PER INCH	1.000 660	1.030 670	1.050 680	1.090 689	1.120 698	1.150 708	1.180 717	1.210 726	1.240 735	1.270 744	1.300 752	1.330 761	1.360 770	1.390 778	1.420 787
GROUND DISTANCE IN CHAINS	RESULTS IN HUNDRETHS OF AN INCH TO BE PLOTTED ON ENLARGEMENT														
0.1	.01	.01	.01	.01	.01	.01	.01	.01	.01	.01	.01	.01	.01	.01	.01
0.2	.02	.02	.02	.02	.02	.02	.02	.02	.02	.02	.02	.02	.02	.02	.02
0.3	.03	.03	.03	.03	.03	.03	.03	.03	.03	.03	.03	.03	.03	.03	.03
0.4	.04	.04	.04	.04	.04	.04	.04	.04	.04	.04	.04	.04	.04	.04	.04
0.5	.05	.05	.05	.05	.05	.05	.05	.05	.05	.05	.05	.05	.05	.05	.05
0.6	.06	.06	.06	.06	.06	.06	.06	.06	.06	.06	.06	.06	.06	.06	.06
0.7	.07	.07	.07	.07	.07	.07	.07	.07	.07	.07	.07	.07	.07	.07	.07
0.8	.08	.08	.08	.08	.08	.08	.08	.08	.08	.08	.08	.08	.08	.08	.08
0.9	.09	.09	.09	.09	.09	.09	.09	.09	.09	.09	.09	.09	.09	.09	.09
1.0	.10	.10	.10	.10	.09	.09	.09	.09	.09	.09	.09	.09	.09	.08	.08
2.0	.20	.20	.19	.19	.19	.19	.18	.18	.18	.18	.18	.17	.17	.17	.17
3.0	.30	.30	.29	.29	.28	.28	.28	.27	.27	.27	.26	.26	.26	.25	.25
4.0	.40	.39	.39	.38	.38	.37	.37	.36	.36	.35	.35	.35	.34	.34	.34
5.0	.50	.49	.49	.48	.47	.47	.46	.45	.45	.44	.44	.43	.43	.42	.42
6.0	.60	.59	.58	.57	.57	.57	.55	.55	.54	.53	.53	.52	.51	.51	.50
7.0	.70	.69	.68	.67	.66	.65	.64	.64	.63	.62	.61	.61	.60	.59	.59
8.0	.80	.79	.78	.77	.76	.75	.74	.73	.72	.71	.70	.69	.69	.68	.67
9.0	.90	.89	.87	.86	.85	.84	.83	.82	.81	.80	.79	.78	.77	.76	.76
10.0	1.00	.99	.97	.96	.95	.93	.92	.91	.90	.89	.88	.87	.86	.85	.84
11.0	1.10	1.08	1.07	1.05	1.04	1.03	1.01	1.00	.99	.98	.96	.95	.94	.93	.92
12.0	1.20	1.18	1.17	1.15	1.13	1.12	1.10	1.09	1.08	1.06	1.05	1.04	1.03	1.02	1.01
13.0	1.30	1.28	1.26	1.25	1.23	1.21	1.20	1.18	1.17	1.15	1.14	1.13	1.11	1.10	1.09
14.0	1.40	1.38	1.36	1.34	1.32	1.31	1.29	1.27	1.26	1.24	1.23	1.21	1.20	1.19	1.17
15.0	1.50	1.48	1.46	1.44	1.42	1.40	1.38	1.36	1.35	1.33	1.32	1.30	1.29	1.27	1.26
16.0	1.60	1.58	1.55	1.53	1.51	1.49	1.47	1.45	1.44	1.42	1.40	1.39	1.37	1.36	1.34
17.0	1.70	1.67	1.65	1.63	1.61	1.59	1.57	1.55	1.53	1.51	1.49	1.47	1.46	1.44	1.43
18.0	1.80	1.77	1.75	1.72	1.70	1.68	1.66	1.64	1.62	1.60	1.58	1.56	1.54	1.53	1.51
19.0	1.90	1.87	1.84	1.82	1.80	1.77	1.75	1.73	1.71	1.69	1.67	1.65	1.63	1.61	1.59
20.0	2.00	1.97	1.94	1.92	1.89	1.87	1.84	1.82	1.80	1.77	1.75	1.73	1.72	1.70	1.68

as cropland or non-cropland all deductions made. Deduction areas should be treated as follows:

a. Non-cropland deductions if not already shown should be indicated on the farm map or photograph and measured or chained in a manner similar to 1 above. These may be designated W. or Wa on the photograph.

b. Cropland deductions in fields or subdivisions devoted to wheat which is to be shown on the enlargement and tobacco should be indicated on the photograph and measured or chained in a manner similar to 1 above.

#### SECTION VI. - PROCEDURE FOR LOCAL SUPERVISORS ON GROUP I FARMS.

The farm map and the photograph will be used by the supervisor in checking performance on Group I farms in accordance with the procedure outlined below. The farm map will show the correct acreage for each field with permanent boundaries and the total cropland in the farm to the best knowledge and belief of the county office. Each field will carry a number which will be the permanent designation of the field. The supervisor should use the farm map to the fullest possible extent in reducing the time required in checking the farm.

A. Inspection of Fields. - The supervisor must carefully inspect each of the following fields and subdivisions sufficiently to determine the boundaries, the crops grown thereon, the deductions, if any, to be made, and, on participating farms, the practices carried out during the 1941 Program year. No other fields need be inspected. The work of any supervisor who fails to make a proper inspection of fields will be unsatisfactory.

1. Participating farms. - Fields and subdivisions devoted in 1941 to:


- a. Tobacco.
- b. Wheat, if not previously measured, harvested at maturity for any purpose.
- c. General soil-depleting crops on total allotment farms.
- d. Soil-building practices, except that on farms for which Form ECR-518 is marked "materials only", only those fields on which soil-building practices have been performed by the use of conservation materials need be inspected.
- e. Corn in Berkely, Jefferson and Morgan counties.

2. Non-participating farms. - Fields and subdivisions devoted to tobacco.

Entries will be made on Form ECR-518 for only those fields and subdivisions devoted to the uses named above. Before visiting any fields, the supervisor should carefully consult with the farm operator as to the special crops grown and the practices carried out on the farm in order that it may be definitely determined which fields should be inspected. The information thus obtained should be verified by observations made by the supervisor in the course of inspecting the farm.



B. Farm and field boundaries. - The supervisor should check his copy of the farm map with the photograph before starting to inspect fields, noting the farm and field lines as shown on the farm map. As he inspects fields he will note whether the 1941 boundaries of fields which are to be inspected are correctly shown on the map. He will also note whether there has been any change in the farm boundaries since performance was checked in 1940.

1. Altered boundaries. - The supervisors will place the symbol  through any lines shown on the photograph or the farm map which do not correctly indicate the 1941 farm boundary, or the 1941 field boundary of a field which is to be inspected, and will determine the correct location of the boundary from features that can be identified on the photograph or farm map. The correct boundary should be sketched in, in its approximate location, on the farm map and scaled in, in the correct location on the enlargement.

When corrections are made to farm boundaries because land has been added to or subtracted from the farm, explanatory notes should be made on the farm map so that the county office may correctly revise the farm map. It may in some cases be necessary to indicate on the enlargement the boundaries of new fields and assign field numbers to such fields.

2. Unchanged field boundaries. - When a crop or soil-building practice is found to take up an entire field, as outlined on the farm map, the supervisor will enter a check mark in the field on the farm map, and will enter the acreage from the farm map in Column C of Form ECR-518.

C. Subdivisions.

1. Subdivision designations. - Each subdivision which is to be inspected will be designated by a letter prefixed by the field number for the field of which the subdivision is a part, as 1A, 1B, etc.

2. Subdivision boundaries to be plotted on the enlargement. - Boundaries of subdivisions devoted in 1941 to the following crops will be plotted on the enlargement:

- (a) Tobacco.
- (b) Wheat harvested at maturity on non-wheat-allotment farms if it appears that the 1941 acreage of such wheat is in excess of the larger of eight (8.0) acres or eighty percent (80%) of the usual acreage of wheat established for the farm.

The boundaries of such subdivisions should be determined by the supervisor from features that can be identified on the photograph, and sketched in, in their approximate location, on the farm map, and scaled in, in their correct location on the enlargement. Cases of the following type need not be plotted on the enlargement, but boundaries should be shown on the farm map:

a. Small subdivisions. - Any such subdivision which appears to be less than one-half acre or an average width of less than one-half chain should be measured by the supervisor by ground measurements, and the measurements made shown on the farm map.

b. Exceptional cases. - In those exceptional cases where, because of lack of identifiable features on the photograph, it is easier to accurately determine acreage from ground measurements than from plotting on the photograph, ground measurements procedure may be used for subdivisions larger than 0.5 acre. In such cases the measurements made should be shown on the farm map.

3. Other subdivisions which are to be inspected. - Boundaries of inspected subdivisions other than those listed in 2 above should be sketched in, in their approximate location, on the farm map, and the acreage, as carefully estimated, entered in Column B of Form ECR-518.

4. Estimating acreages of subdivisions from farm maps. - Most farm maps are to the same scale as the enlargements, but a few have been enlarged. The supervisor should not be misled in estimating acreages from these enlarged maps. Photographs to the scale of 660 feet per inch show ten acres per square inch, while if a map were enlarged to the scale of exactly 330 feet per inch a square inch on it would equal two and one-half (2 1/2) acres.

#### SECTION VII. - PROCEDURE FOR LOCAL SUPERVISORS ON GROUP II FARMS

A. Identification of farms. - The supervisor will identify those farms on which performance is to be checked but which were not identified on the enlargement when received by him. He will enter the farm serial number, in red pencil on the enlargement near the farm buildings or center of the farm in small clear figures, circled. He will also write the farm serial number and name of the owner or 1941 operator on the margin of the enlargement.

B. Farm boundaries. - The supervisor will accurately indicate the farm boundaries on the enlargement by a dashed red pencil line. In woodland, swamp, etc., farm boundaries need be shown only in approximate location.

C. Inspection of fields. - The supervisor must carefully inspect each of the following fields sufficiently to determine the boundaries, the crops grown thereon, the deductions, if any, to be made, and, on participating farms, the practices carried out under the 1941 program year. The work of any supervisor who fails to do this properly will be unsatisfactory.

##### 1. Participating farms. -

- a. Every field, and
- b. Each subdivision which is to be shown on the enlargement, or for which acreage is to be determined by careful estimate.

2. Non-participating farms. - Field and subdivisions devoted in 1941 to tobacco.

D. Fields and subdivisions to be shown on enlargement. - The boundaries of the following fields and subdivisions and only these, will be accurately entered by the supervisor on the enlargement.



1. Participating farms. -

a. Fields. - The permanent boundaries of each field will be accurately indicated on the enlargement by a dashed blue pencil line.

b. Subdivisions in special crops. - Boundaries will be accurately indicated on the enlargement by a solid blue pencil line for each portion of a field devoted to:

(1) Tobacco.

(2) Wheat harvested at maturity on non-wheat-allotment farms if it appears that the 1941 acreage of such wheat on the farm is in excess of the larger of eight (8.0) acres or eighty percent (80%) of the usual acreage established for the farm.

2. Non-participating farms. - Fields and subdivisions devoted to tobacco.

E. Other subdivisions on participating farms. - Boundaries for subdivisions caused by reasons other than the crops listed above will not be shown on photographs. The supervisor will make entries on Form ECR-518, but will not place boundaries on photographs, for subdivisions on participating farms devoted to:

1. Wheat harvested at maturity on non-wheat-allotment farms, if it appears that the acreage of such wheat on the farm is not in excess of the larger of eight (8) acres or eighty percent (80%) of the usual acreage established for the farm.

2. General soil-depleting crops on total allotment farms.

3. Soil-building practices except that on farms for which Form ECR-518 has been marked "materials only", entries will be made for only those practices carried out with conservation materials.

F. Identification of fields. - The supervisor will identify each field which is to be inspected, assigning to it a permanent number 1, 2, 3, etc. Such numbers should be in a systematic arrangement for the farm since they will be used in succeeding years. Field numbers should be placed on the enlargement in neat blue pencil figures, upright, not circled.

G. Order of checking fields. - Fields should be checked and entries made on form ECR-518 in the order of the correct field numbers.

H. Subdivision designations. - Each subdivision which is to be inspected will be designated by a letter prefixed by the field number for the field of which the subdivision is a part, as 1A, 1B, etc. Subdivision designations will be placed on photographs for only those subdivisions for which subdivision boundaries are entered on the photograph.

## SECTION VIII - EXECUTION OF FORM ECR-518

Erasures should not be made on Form ECR-518. In the event of error the erroneous material should be lined out with a single line so that the original entry may be read. All corrections should be initialed by the person making them at the time they are made.

A. Farm field report (Sec. I of Form ECR-518). - Entries will be made for only those fields and subdivisions which are to be inspected, in accordance with the procedure outlined in preceding sections. This section should be filled in by the supervisor as he goes over the farm. The entries for each field should be made in the course of inspecting the field.

1. Column A. - The supervisor should enter in Column A, for fields that are inspected, the proper field or subdivision designation as shown on the photograph or farm map.

For Group II farms, in order that there may be proper place in Column C to record the total acreage of subdivided fields, it will be necessary for the supervisor to make entry of a field number for each field that has been subdivided. Thus, if field number 5 is subdivided into three inspected subdivisions, successive entries should be made in Column A as follows: 5, 5A, 5B, 5C.

The field numbers and subdivision letters entered in Column A should agree with those shown on the farm map or photograph for special crops, and should agree with those shown on the farm map for other subdivisions inspected on Group I farms.

2. Column B. - Column B will be used for careful estimates, as agreed upon by the supervisor and the operator or his representative, of areas for which the supervisor does not have a record of the measured acreage. An entry will not be made in Column B if the measured acreage is available, unless the operator or his representative or the supervisor thinks that such acreage is incorrect and wants it remeasured, in which event his estimate will be entered in Column B as an indication to the county office that the area is to be re-determined.

3. Column C. - On Group I farms, if a record of the measured acreage is available, the supervisor will enter the acreage in Column C. An entry will not be made in Column C for a subdivision, unless it is definitely known that it is identical to the subdivision for which the measured acreage is available.

This column will not be used by the supervisor for Group II farms.

4. Column D. - The supervisor will make entries in Column D as follows:

a. Crop and land use information. - The name of each of the following crops to which any field or subdivision is devoted should be entered:

- (1) Tobacco.
- (2) Wheat if not previously measured, harvested at maturity for any purpose.



- (3) General depleting crops on total allotment farms.
- (4) Corn in Berkeley, Jefferson and Morgan Counties.

If any of the above crops appear on land in cultivation for the first time in 1941, the words "new ground" should be entered in this column.

For Group II farms for each field inspected that is not devoted to any of the crops specified above the land use classification of the field should be entered as (1) "cropland", (2) "crops on new ground", (3) "commercial orchard", or (4) "noncrop pasture". For each field of open non-crop pasture the supervisor also will enter the acreage which is fenced and will carry one animal unit for each five acres.

b. Soil-building practice description. - The supervisor will also enter in Column D a description of each soil-building practice including the month in which carried out. When the area on which a soil-building practice was carried out coincides with an area devoted to one of the crops named above to be listed in the column, the description of the practice should be entered on additional lines immediately below the name of the crop.

In the case of the application of fertilizing materials such as superphosphate or potash, the crop or crops to which such application was made and the analysis of the fertilizer should be clearly indicated in the description of the practice. For example: "20% phos. on alf. Apr."

Superphosphate and potash applied to grasses or legumes in connection with soil-depleting crops will not qualify for credit and should not be shown, except that the manner in which conservation materials furnished by the A.A.A. are used should always be shown and the letters AAA should precede the description. In case any such material is used so as not to qualify for credit, the supervisor will clearly indicate this fact on Form ECR-518.

In the case of a mixed fertilizer which is used in such manner as to qualify for a soil-building practice, the supervisor should enter the total quantity and analysis of the material in Column D and the county office should compute the equivalent of superphosphate and potash.

The total quantity of the materials used in connection with each practice, such as pounds of seed used in seeding practices, or the total pounds of lime or superphosphate or potash applied, should be recorded in the "materials" sub-column of Column D. All practicable means such as invoices, etc., should be used to verify the practices reported as carried out. If the supervisor has any doubt as to whether a practice reported was carried out, he should so indicate on Form ECR-518 for the information of the county committee.

5. Column E. - No entries will be made by the supervisor in Column E.

6. Column F. - The dimensions of deduction areas measured by the supervisor will be entered in Column F. Cropland deductions should be identified by the letters "CL". Non-cropland deductions should be identified by the letters "NC".

For Group I farms the areas of non-cropland deductions that either are scaled in on the photographs or for which acreages are shown on the farm map are not included in the acreage of cropland in the field which the supervisor has entered in Column C. Entries should not be made in Column F for such non-cropland deductions.

7. Columns G and H: The supervisor will make no entries in these columns.

8. Columns I, J, and K: The names and addresses of the producers who share in each field or subdivision of special crops or practices will be entered in the spaces provided in Section V. The number preceding the line for the name of the producer (11, 12, 13, etc.), will serve as a code to indicate reference to such producer in Column I of Section I and other places on the Form ECR-518. The code numbers indicating each producer interested in the 1941 special crop or practice should be entered in Column I. The share of each in the special crop should be indicated by a fraction in Column J.

If two or more producers contributed to a practice, the letters "P.S.," denoting practice share, should be shown in Column K opposite their code numbers in Column I. Where a practice was carried out by one person, the word "All" should be shown in Column K opposite his code number in Column I. If the operator receives all the crops and carried out all the practices, the words "All Crops and Practices" should be entered vertically in Column I.

In determining whether a person contributed to the carrying out of a soil-building practice which would entitle him to share in the payment therefor, consideration should be given to cash expenditures made in carrying out the practice (as in purchasing seed, fertilizer, or other materials or employing labor) and to labor performed without compensation.

In the event (1) a special crop for which an allotment has been determined for the farm is not grown in 1941 or (2) in the event of complete or partial failure of such crop, the supervisor will show in field notes the cause and extent of such failure and the share to which each producer would have been entitled had the full acreage of such crop been harvested.

B. Other farms in which any producer on the farm has an interest (Sec. VII of Form ECR-518). - The supervisor should identify carefully other farms in the county in which any producer on the farm has an interest and should indicate clearly the producers who are so interested. Farm serial numbers or descriptions may be used. Similar information for farms in each other county and State in which any producer on the farm has an interest should be shown, together with the number of such farms and the county and State in which each is located. If this information is not available for any producer, a notation to that effect should be entered by the supervisor. In case no producer on the farm has an interest in any other farm, the word "None" should be written in this section.

C. Wheat data, Section II of Form ECR-518. - The supervisor will enter, for non-wheat allotment farms, the number of families on the farm in 1941 and the number of bushels of wheat sold or to be sold from the 1941 wheat crop.



D. Operator's certificate, Section XI. - The supervisor should read the Operator's Certificate, Section XI, to the operator or his representative, explain what it means and obtain his signature after the Form ECR-518 has been filled in (with the exception of the entries which require computations by the county office) and after the operator or his representative has reviewed the data entered thereon. The supervisor should sign and date the form in the spaces provided.

#### SECTION IX. - CHECKING SUPERVISOR'S REPORT IN COUNTY OFFICE

Each supervisor should be given one photograph which he should turn in to the county office as soon as he has completed five farms. He then should be issued two photographs with instructions to work one-half of the week on one and the other half on the other. On completion of the above arrangements the supervisor should be given another photograph which he may work to completion, reporting to the county office at least once a week.

In this manner three photographs per supervisor are made available within the first ten days for use by the county office and State supervisor.

The supervisor's work should be checked as promptly as possible at the county office. The results of this checking should be made available immediately to the person in the office responsible for the work of the local supervisors. The checking of a supervisor's report will include a determination that --

- (1) The farm is properly identified on the photograph;
- (2) All field boundaries are plain, well defined and closed;
- (3) Permanent and temporary boundaries are properly distinguished on the photograph or farm map;
- (4) All fields are numbered and necessary subdivisions properly lettered;
- (5) Where farm lies on more than one photograph, proper identification and location of farm is on each form and photograph;
- (6) Where two or more separate tracts of land are included in a farm, the tracts are properly identified such as No. 1 of three tracts, No. 2 of three tracts, or No. 3 of three tracts;
- (7) All symbols and numbers on photograph or farm map correspond to symbols and numbers as listed on Form ECR-518;
- (8) Where deductions are indicated the necessary data are shown on Form ECR-518, field notes, farm map or photograph;
- (9) No field number or symbol is omitted from the photograph;
- (10) All notes and field forms have the farm serial number and photograph number recorded on each sheet;
- (11) Information in Column D, Form ECR-518, is provided correctly for the farm checked;
- (12) Description of practices is complete;
- (13) Disposition of all conservation materials is clearly indicated;
- (14) Division of crops and practices is shown;
- (15) Other farms are shown in Section VII, or the word "none" is entered;
- (16) Operator's signature, supervisor's signature, and date of check of performance are on the report;

- (17) If all farms on the photograph have not been visited the reason is indicated; and
- (18) All other necessary data are correctly entered.

The supervisor should be shown any errors he has made and should be instructed to make any necessary corrections and obtain information missing from his report. Promptness in checking the report with the supervisor will save much time and make for accuracy of reports.

#### SECTION X.- RECHECKING

Not more than one check should be made on a farm other than at the producer's request or to check the disposition of excess tobacco or wheat.

Rechecks will be entered with red pencil on the same copy of the Form ECR-518 as was used to check the farm originally and will be signed and dated by the recheck supervisor.

A. Rechecking acreages at farmer's request. - Upon application of any producer for a recheck of acreages, such recheck should be provided by the county office upon deposit with the treasurer of the county association of an amount specified by the State committee, which is deemed to be sufficient to defray the estimated cost of such recheck to the county association. This amount shall be returned to the producer if the recheck shows that errors were made in the first check of performance on the farm in excess of limits specified by the State committee. Deposits will not be required in connection with the rechecking of the work of supervisors who have been disqualified.

Rechecks of performance determinations alleged by the producer to be in error should in no case be made by the supervisor who originally checked the farm, and in all cases should be made by the best qualified supervisors. Any necessary rechecks of field acreages in the county office should be made by a fully competent acreage computer and special care should be taken to see that entirely accurate and unbiased determinations are obtained.

B. Checking disposition of excess acreage. - The classification of excess acreages of tobacco and, under certain conditions, of wheat may be changed by acceptable disposition of the excess, provided such disposition is made before harvest in the case of tobacco and before May 15 in the case of wheat. If, after the acreage of such crops has been determined, the producer notifies the county office that excess is to be disposed of, a supervisor will determine the acreage disposed of, and the method of disposition. The area disposed of will be plotted on the photograph except in cases where it is less than 0.5 acre. In all cases the area and the measurements made will be shown on the farm map, or if such map is not available, on a sketch. Such sketch will be on or attached to Form ECR-518. Where a portion of the field is disposed of, that portion should be indicated by a subdivision letter.

Disposition of other crops will not be checked since the classification cannot be changed by the disposition of excess acreage.



SECTION XI. - DESCRIPTION FOR RECORDING SOIL-BUILDING PRACTICES

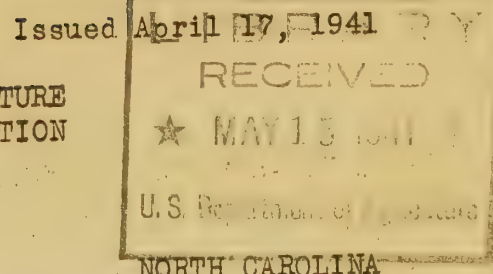
Statement of Practice	Example of description to be entered by supervisor on ECR-518	Amount which will count one unit	Code
Superphosphate applied (except in connection with soil-depleting crops) to, or in connection with the seeding of, green manure crops in orchards, perennial or biennial legumes, perennial grasses, winter legumes, lespedeza, or permanent pasture.	20% phos. on bluegrass (Apr.)	240 lbs. of 20% material	
AAA superphosphate applied (except in connection with soil-depleting crops) to or in connection with the seeding of, green manure crops in orchards, perennial or biennial legumes, perennial grasses, winter legumes, lespedeza, or permanent pasture.	AAA triple phos. on noncrop pasture (Apr.) - or - AAA 20% phos. on non-crop pasture (Apr.)	100 lbs. of triple material - or - 240 lbs. of 20% material	
Potash applied (except in connection with soil-depleting crops) to, or in connection with the seeding of, perennial or biennial legumes, perennial grasses, winter legumes, lespedeza, or permanent pasture.	Potash on alfalfa (Mar.)	150 lbs. of 50% material	
Ground limestone or equivalent applied to farm land.	Limestone (May) - or - Burned Lime (June)	(See ECR-501—W. Va.)	
AAA Ground Limestone applied to farm land.	AAA limestone on alfalfa (Mar.)	(See ECR-501—W. Va.)	
Seeding approved varieties of hardy domestic or Canadian alfalfa.	Seeding alfalfa (Apr.)	Each acre	
Seeding crimson clover or vetch as winter cover crops.	Seeding vetch (Sept.)	Each acre	
Seeding annual lespedeza.	Seeding lesp. (Apr.)	Each four acres	
Seeding sericea, approved red clover, alsike clover, sweet clover, white clover, or mixtures containing any such legume.	Seeding approved red clover (Mar.)	Each two acres	

Statement of Practice	Example of description to be entered by supervisor on ECR-518	Amount which will count one unit	Code
<u>Winter cover crops.</u> - Leaving on the land, a good stand and good growth of wheat on a non-wheat-allotment farm, barley, rye or mixtures of these crops, from which seed is not harvested by mechanical means.	Rye left	Each acre	
<u>Green Manure.</u> - Plowing or discing under a good stand and good growth of crimson clover, vetch, sweet-clover rye, winter oats, winter barley, winter wheat or mixtures of these crops.	Rye turned (May)	Each acre	
<u>Contour stripcropping</u> (establishment or maintenance), upon prior approval of the county committee.	Stripcropping (Give full description of crops and system used)	Each five acres	
<u>Planting approved species of forest trees or shrubs beneficial to wildlife.</u>	Planting white pines (Apr.)	One-third acre	
<u>Planting black walnuts.</u>	Walnuts planted (Jan.)	One-half acre	
<u>Improving stand of forest trees,</u> with prior approval of the county committee.	Improving forest stand (Feb.-Mar.)	One-half acre	
<u>Orchard mulch.</u> - Applying air-dry straw or equivalent mulching material (excluding barnyard and stable manure) in orchards.	Mulching orchard (Nov.)	2 tons air-dry weight	
<u>Apple tree removal.</u>	Apple trees removed (Details as to number and size of trees should be shown)	(See ECR-501— W. Va.)	
<u>Sweetclover mulch in orchard.</u>	Sweetclover left in orchard	Each acre	





Form ECR-516 (Part II) N. C.



UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
EAST CENTRAL DIVISION

1941 AGRICULTURAL CONSERVATION PROGRAM

PART II - PROCEDURE FOR DETERMINATION OF PERFORMANCE BY GROUND MEASUREMENTS

These instructions outline the method of establishing proof of performance in accordance with the provisions of the 1941 Agricultural Conservation Program including 1941 crop acreages and the soil-building practices carried out under the program.

SECTION I. - DEFINITIONS

As used in these instructions the following words and phrases have the following meanings:

1. Sketch or sketch map. - An approximate map of a farm or a field prepared by a supervisor from observations and measurements (chained or paced).
2. Measured acreage. - Acreage determined by figuring from measurements made.
3. Careful estimate. - An acreage determined by the supervisor by using some simple method, such as pacing.
4. Participating farm. - A farm for which the owner or operator indicated on or before April 15, 1941, that such farm is taking part in the 1941 Agricultural Conservation Program.
5. Non-participating farm. - A farm for which the owner or operator did not indicate on or before April 15, 1941, that such farm is taking part in the 1941 Agricultural Conservation Program.
6. Allotment farm. - A farm for which a special crop (tobacco or wheat) acreage allotment has been determined.
7. Non-allotment farm. - A farm for which no special crop acreage allotments have been determined.

SECTION II. - CONDUCT OF WORK

Inasmuch as the purpose of checking performance is the accurate determination of the acreages of crops and soil-building practices carried out under the program, it is important that all work be performed so as to accurately and effectively accomplish this objective.

A. Responsibility of county committee. - County committees must exercise sufficient supervision to insure accurate and satisfactory work on the part of local supervisors, computers, and other persons engaged in the preparation of



Forms ECR-518 and ECR-520. A designated person in the county office should spot check the work of computers and of others engaged in the completion of Form ECR-518 and in preparation of Form ECR-520 at least once each week and more frequently if required by the State office.

The chief clerk will be responsible to the county committee for coordination of field and office work, the office operations incident to performance checking, and the completion of Forms ECR-518. A specified clerk should be responsible for the distribution of materials to supervisors, for the preparation of progress reports, and for auditing Forms ECR-518 as received from supervisors.

B. Supervision by State office.- State supervisors will check two or more farms reported by each local supervisor, at least 2 percent of the farms on which performance is checked and at least 2 farms which have been rechecked by each recheck supervisor in connection with the disposition of excess acreage or at the request of the farm operator. At least one-half of the reports which are checked in each county will be selected at random. A report on Form ECR-529 for each farm checked by a State supervisor will be filed in the county office and a copy will be filed in the State office.

State office representatives will make a complete and careful audit of Forms ECR-518 and 520 for at least 2 percent of the farms in each county. The results of this audit will be reported on Form ECR-534. One copy of this report will be filed in the State office and one copy in the county office.

### SECTION III. - ASSEMBLY OF MATERIALS IN COUNTY OFFICE

A. There should be assembled for each participating farm and for other farms for which tobacco or cotton allotments are determined for 1941 or such crops are planted in 1941:

1. Form ECR-518
2. Form ECR-505, if such form was used for checking wheat on the farm.
3. Form ECR-217, 1940 Farm Sketch Map, as executed in connection with the 1940 program, if desired.
4. Form ECR-418, as prepared for the farm in 1940, if desired.

The above forms for each farm should be placed in an individual 9-1/2 by 12-inch envelope so as to guard against loss or confusion with forms for other farms. The operator's name, the farm serial number, and any other information to help identify the farm, should be shown on the outside of the envelope.

B. The following entries should be made on Form ECR-518 in the county office prior to delivery to the supervisors:

1. State and county code, 1941 farm serial number, and the name and address of the 1941 operator.
2. The amount and description of each kind of conservation material furnished to the farm by the A.A.A.
3. The following from Form ECR-507 or Form ECR-511: Total cropland, non-cropland pasture, and commercial orchard in Section VI;

special crop allotments and yields in Section VIII; and the soil-building goal in Section IX.

4. The letters "N.P." should be entered in a conspicuous place on the form in the case of nonparticipating farms.

#### SECTION IV. - PROCEDURE FOR LOCAL SUPERVISORS

A. Preparation. - The supervisor will receive from the county office forms for such number of farms as can be visited and checked for performance within a reasonable period of time. The forms for each farm should be kept in its envelope.

B. Assistance of operator. - If practicable the farm operator should be notified a day or so before performance is to be checked on his farm.

The assistance of the operator or his representative will be obtained in checking the farm. Whenever possible, the supervisor should obtain (on Form ECR-518) the operator's designation of a representative, if the operator himself is unable to accompany the supervisor. For example, "I hereby designate John Smith to approve the report of performance on my farm," signed "John Jones." The assistance of the operator or his representative is of special importance in locating (1) areas planted to special crops, (2) areas on which soil-building practices are carried out by each producer, (3) crops of different tenants and the share of each, (4) areas which have been devoted to a crop which does not appear on the land, and (5) other information called for in Form ECR-518.

The supervisor should not go on any farm for the purpose of checking performance if the operator objects. If the operator refuses to permit the supervisor to check performance on the farm, a note to that effect should be entered on Form ECR-518 for such farm and should be followed by the signature of the supervisor, the date of the refusal, and if possible the signature of the operator.

C. Inspection of fields and determination of acreages. - The supervisor must inspect each field for which the acreage is to be measured or estimated, as specified in 1 and 2 below, sufficiently to determine the boundaries, the crops grown, the area deductions, if any, to be made and, on participating farms, the practices carried out during the 1941 program year. The work of any supervisor who fails to do this properly will be unsatisfactory.

1. Participating farms. - For each farm participating in the 1941 program the supervisor will:

- a. Measure tobacco and cotton.

- b. Carefully estimate the acreage of wheat harvested at maturity on non-wheat-allotment farms if it appears that the 1941 acreage of such wheat on the farm is 80 percent or less of the permitted acreage; measure the acreage of such wheat if it appears to be in excess of 80 percent of the permitted acreage.

- c. Carefully estimate the acreage on which each soil-building practice was carried out, unless such acreage is measured in connection with the determination of the acreage of special crops.



2. Non-participating farms. - For farms not participating in the 1941 agricultural conservation program but on which tobacco or cotton is grown the supervisor will:

- a. Measure the acreages of tobacco and cotton.
- b. If the acreage of cotton is within the cotton allotment, carefully estimate the acreage of wheat harvested at maturity if it appears that the 1941 acreage of such wheat is 80 percent or less of the permitted acreage; or measure the acreage of such wheat if it appears to be in excess of 80 percent of the permitted acreage.

D. Preparation of sketches. - The supervisor must make a sketch of each area measured. Sketches should show actual shape of fields as nearly as possible, and measurements made should be recorded thereon. Each area should be identified by a number: 1, 2, 3, etc. These should be assigned in consecutive order beginning with 1, for the farm.

E. Execution of Form ECR-518 -

1. The farm field report (Sec. I of Form ECR-518) will be filled in through Column K by the supervisor as he goes over the farm. The entries for each field should be made in the course of inspecting the field.

a. Column A. The designation of each field devoted to a special crop or a practice should be entered in Column A. The designation for each special crop should agree with the sketch for such crop.

b. Column B. Column B will be used for careful estimates, as agreed upon by the supervisor and the operator or his representative, of areas devoted to practices on participating farms.

c. Column C. The supervisor will make no entry in this column.

d. Column D. The supervisor will make an entry in Column D for each special crop (including failure) or practice to which a field is devoted in the 1941 program year. Crops seeded or planted after October 31, 1941 should not be shown.

Commercial vegetables planted in the fall of 1940 for harvest in 1941 should be shown. The width of rows of commercial vegetables and commercial potatoes interplanted or planted in rows wider than the normal width should be shown. Vegetables for home use should be entered only in connection with home garden or food and feed practice.

If the operator states that any part of the cotton grown on the farm in 1941 is a certified pure strain of Sea Island, or American-Egyptian cotton, the supervisor should make a separate entry for such cotton and should make the notation "operator states Sea Island" or "operator states Am.-Egypt." in Column D of such entry.

Where two or more crops are grown on land at the same time regardless of whether seeded or harvested together or separately they should be listed on the

same line of Column D. The method of interplanting soybeans should always be shown, for example: "corn and broadcast soybeans", "corn and soybeans, alternate rows", "corn and soybeans, alternate hills".

If two or more crops are grown in succession in the same field the supervisor will enter such crops preceded by number indicating the order in which the crops occupied the land; for example:

- (1) "Crimson clover turned"
- (2) "Corn and crimson clover seeded"

The quantities of materials and seeds used and the lineal feet of terraces constructed should be shown in the "Materials" sub-column of Column D. In the case of the application of fertilizing materials such as superphosphate, basic slag, or potash, the crop or crops to which such application was made and the analysis of the fertilizer should be clearly indicated in the description of the practice. For example: "20% Phos. on alfalfa".

Superphosphate, potash, and basic slag applied to grasses or legumes in connection with soil-depleting crops will not qualify for credit and should not be shown except that the manner in which conservation materials furnished by the AAA are used should always be shown and the letters AAA should precede the description. In case any such material is used so as not to qualify for credit, the supervisor will clearly indicate this fact on Form ECR-518.

In the case of a mixed fertilizer which is used in such manner as to qualify for a soil-building practice, the supervisor should enter the total quantity and analysis of the material in Column D and the county office will compute the equivalent of superphosphate and potash.

All practicable means, such as invoices for materials purchased, etc., should be used to verify the practices reported as carried out. If the supervisor has any doubt as to whether a practice reported was carried out, he should so indicate on Form ECR-518 for the information of the county committee.

e. Column E. This column will be used only in aerial counties.

f. Column F, G, and H. The supervisor will make no entries in these columns.

g. Columns I, J, and K. These columns will be used only in the case of farms on which there is a share-tenant or a share-cropper, who has a share in a special crop, or who has contributed to the carrying out of a practice on a participating farm. If a share-tenant or share-cropper has a share in such a crop or contributed to the carrying out of a practice, these columns will be used for the fields or subdivisions on which is grown the special crop or on which the practice was carried out. In the event (1) a special crop for which an allotment has been determined for the farm is not grown in 1941, or (2) in the event of complete or partial failure of such crop, or (3) failure to plant at least 80 percent of the cotton allotment, the supervisor will show the cause and extent of such failure and the share to which each producer would have been entitled had the



full acreage of such crop been harvested.

(1) Column I. - The correct name and address of the tenant or share-cropper should be entered in this column. In case both a tenant and a share-cropper share in the crop, the name and address of the tenant should be entered on the upper half of the line, and the name and address of the share-cropper should be listed on the lower half of the line. If there is no share-tenant or share-cropper on the farm the words "no tenants" should be entered. The landlord's name will not be listed in this column.

(2) Column J. - The supervisor will enter in Column J for each field, or subdivision of a field, the fractional share of each special crop (or the proceeds thereof) to which the share-tenant or share-cropper is entitled. If there are tenants on the farm, an "O" should be entered in this column for those fields to be credited entirely to the landlord. The supervisor will not show the landlord's share on the form, but it will be determined in the office by subtracting the tenants' shares from the whole.

(3) Column K. - Where two or more producers shared in carrying out any practice, the letters PS (denoting "practice share") should be entered opposite the name of the share-tenant or share-cropper, or both, in Column K to indicate that a share of the practice is to be credited. In cases where the landlord should get full credit for a practice and other practices on the farm are shared in by tenants, an "O" should be entered in this column. In cases where a tenant or share-cropper is to receive all practices carried out on a farm the supervisor should enter "All" in this column opposite his name; if the landlord is to receive all practices on the farm the word "None" should be written vertically in this column. The landlord's share will be determined in the county office according to the entry in Column K. Fractions will never be entered in this column.

In determining whether a person contributed to the carrying out of a soil-building practice which would entitle him to share in the payment therefor, consideration should be given to cash expenditures made in carrying out the practice (as in purchasing seed, fertilizer, or other materials or employing labor) and to labor performed without compensation.

h. Columns L, M, N, and O. - The supervisor will make no entries in these columns.

i. Other farms in which any producer on the farm has an interest (Sec. II of Form ECR-518). - The supervisor should identify carefully other farms in the county in which any producer on the farm has an interest and should indicate clearly the producers who are so interested. Farm serial numbers or descriptions may be used. Similar information for farms in each other county and state in which any producer on the farm has an interest should be shown, together with the number of such farms and the county and state in which each is located. If this information is not available for any producer, a notation to that effect should be entered by the supervisor. In case no producer on the farm has an interest in any other farm, the word "none" should be written in Section II of Form ECR-518.

3. Wheat Data (Sec. IV of Form ECR-518). - The supervisor will record in Section IV the number of families on non-wheat-allotment farms and the number of bushels of wheat sold from the 1940 crop.

4. Operator's certificate (Sec. III of Form ECR-518). - The signature of the operator (or his representative) should be obtained at the time performance is checked by the supervisor after the Form ECR-518 has been filled in (with the exception of the entries which require computations by the county office) and after the operator (or his representative) has reviewed the data entered thereon. The supervisor should sign and date the form in the spaces provided.

#### SECTION V - CHECKING SUPERVISOR'S REPORT IN COUNTY OFFICE

Supervisors should deliver the first three to five completed farm reports to the county office as soon as completed and thereafter as instructed, but at least once each week. The supervisor's report should be checked promptly at the county office. The checking of the supervisor's report will include a determination that --

1. Fields are properly numbered;
2. All field notes have the serial number recorded on each sheet;
3. Where two or more separate tracts of land are included in a farm, tracts are properly identified such as No. 1 of 3 tracts, No. 2 of 3 tracts, or No. 3 of 3 tracts;
4. Descriptions of practices are complete;
5. Division of crops and practices is shown;
6. Other farms are shown in section II, or the word "none" is entered;
7. Operator's signature and date of check of performance are on the report; and
8. All other necessary data are correctly entered.

The attention of the supervisor should be called to any errors he has made and he should be instructed to make any necessary corrections and obtain information missing from his report. Promptness in checking the report with the supervisor will save much time and make for accuracy of reports.

#### SECTION VI - RECHECKING

In general, not more than one visit should be made to a farm other than at the producer's request, to check late practices or the disposition of excess tobacco or cotton.

Rechecks will be entered with red pencil on the same copy of the Form ECR-518 as was used to check the farm originally and will be signed and dated by the recheck supervisor.

A. Rechecking acreages at farmer's request. - Upon application of any producer for a recheck of acreages, such recheck should be provided by the county



office upon deposit with the treasurer of the county association of an amount sufficient to defray the estimated cost of such recheck to the county association in accordance with the following schedule:

<u>Acreage To Be Remeasured</u>	<u>Deposit</u>
4.0 acres or less	\$1.00
4.1 acres to 10.0 acres	.25 per acre
10.1 acres to 20.0 acres	.20 per acre
20.1 acres and over	.15 per acre

This amount shall be returned to the producer if the recheck shows that an error amounting to 0.1 acre or more was made in the first check of performance on the farm. Rechecks of all farms originally checked by supervisors who since have been disqualified shall be made at the expense of the county association.

Rechecks of performance determinations alleged by the producer to be in error, should in no case be made by the supervisor who originally checked the farm, and in all cases should be made by the best qualified supervisors. Any necessary rechecks of field acreages in the county office should be made by a fully competent acreage computer and special care should be taken to see that entirely accurate and unbiased determinations are obtained.

B. Checking disposition of excess acreage. - The classification of excess acreages of tobacco, and cotton may be changed by acceptable disposition of the excess, provided such disposition is made before formation of the bolls in the case of cotton, or within 15 days after date of mailing of the notice of excess in the case of cotton or tobacco. If the producer notifies the county office within the 15-day period that an excess has been disposed of, a supervisor will determine the acreage of such crop(s) disposed of, and the method of disposition. In all cases, the area and the measurements made will be shown on a sketch. Such sketch will be on or attached to Form ECR-518.

No entries will be made by the supervisor in Columns B and C, of Form ECR-518. The words "tobacco disced", "cotton plowed", or other appropriate entries will be made in Column D to indicate the disposition which has been made of the excess.

When the supervisor's recheck report has been completed, the county office will compute and enter in Column C the acreage disposed of, subtract it from the entry for the field in Column G, strike through the entry in Column G and enter the correct figure above it. All entries and corrections on the report, both by the recheck supervisor and the county office will be made in red. Such corrections should be initialed.

Disposition of special crops other than cotton, or tobacco, will not be checked since the classification cannot be changed by the disposition of excess acreage.

C. Checking late practices. - In cases where the soil-building allowance has not been earned when the farm is checked and the operator notified the county office that additional practices have been carried out the county office should provide for checking the late practices. If practicable all such rechecking in the county should be deferred until the close of the program year in order that the supervisor's time may be utilized to the greatest advantage in making the required rechecks. If the practice units earned appear to be less than or about equal to the soil-building goal, indicating that there may be a consequent loss of special crop payment amounting to \$5.00 or more, it will be permissible to determine the accurate acreage devoted to practices instead of using an estimated acreage.

\* \* \*





UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
EAST CENTRAL DIVISION

Issued April, 1941

LIBRARY  
RECEIVED

★ MAY 15 1941 ★

WEST VIRGINIA  
U.S. Department of Agriculture

1941 AGRICULTURAL CONSERVATION PROGRAM

PART II. - PROCEDURE FOR DETERMINATION OF PERFORMANCE  
BY GROUND MEASUREMENTS

These instructions outline the method of establishing proof of performance in accordance with the provisions of the 1941 Agricultural Conservation Program including 1941 crop acreages and the soil-building practices carried out under the program.

SECTION I. - DEFINITIONS

As used in these instructions the following words and phrases have the following meanings:

1. Sketch or sketch map. - An approximate map of a farm or a field prepared by a supervisor from observations and measurements (chained or paced).
2. Measured acreage. - Acreage determined by figuring from measurements made.
3. Careful estimate. - An acreage determined by the supervisor by using some simple method, such as pacing.
4. Participating farm. - A farm for which the owner or operator indicated on or before April 15, 1941, that such farm is taking part in the 1941 Agricultural Conservation Program.
5. Non-participating farm. - A farm for which the owner or operator did not indicate on or before April 15, 1941, that such farm is taking part in the 1941 Agricultural Conservation Program.
6. Allotment farm. - A farm for which a special crop (tobacco or wheat) acreage allotment has been determined.
7. Non-allotment farm. - A farm for which no special crop acreage allotments have been determined.
8. Total allotment farm. - A participating allotment farm with more than 30 acres of cropland and a total depleting allotment.

SECTION II. - CONDUCT OF WORK

Inasmuch as the purpose of checking performance is the accurate determination of the acreages of crops and soil-building practices carried out under the program, it is important that all work be performed so as to accurately and effectively accomplish this objective.



A. Responsibility of county committee. - County committees must exercise sufficient supervision to insure accurate and satisfactory work on the part of local supervisors, computers, and other persons engaged in the preparation of Forms ECR-518 and ECR-520. A designated person in the county office should spot check the work of computers and of others engaged in the completion of Form ECR-518 and in preparation of Form ECR-520 at least once each week and more frequently if required by the State office.

The chief clerk will be responsible to the county committee for coordination of field and office work, the office operations incident to performance checking, and the completion of Forms ECR-518. A specified clerk should be responsible for the distribution of materials to supervisors, for the preparation of progress reports, and for auditing Forms ECR-518 as received from supervisors.

B. Supervision by State office. - State supervisors will check two or more farms reported by each local supervisor, at least 2 percent of the farms on which performance is checked and at least 2 farms which have been rechecked by each recheck supervisor in connection with the disposition of excess acreage or at the request of the farm operator. At least one-half of the reports which are checked in each county will be selected at random. A report on Form ECR-529 for each farm checked by a State supervisor will be filed in the county office and a copy will be filed in the State office.

State office representatives will make a complete and careful audit of Forms ECR-518 and 520 for at least 2 percent of the farms in each county. The results of this audit will be reported on Form ECR-534. One copy of this report will be filed in the State office and one copy in the county office.

### SECTION III. - ASSEMBLY OF MATERIALS IN COUNTY OFFICE

A. There should be assembled for each participating farm and for other farms for which tobacco allotments are determined for 1941 or on which tobacco is planted in 1941:

1. Form ECR-518,
2. Form ECR-505, if such form was used for checking wheat,
3. Form ECR-217, 1940 Farm Sketch Map, as executed in connection with the 1940 program, if desired.
4. Form ECR-515, if applicable,
5. Form ACP-64 (yellow copy), if used as a farm plan instead of Form ECR-515, but not as an order for conservation materials.

The above forms for each farm should be placed in an individual 9 1/2 by 12-inch envelope so as to guard against loss or confusion with forms for other farms. The operator's name, the farm serial number, and any other information to help identify the farm, should be shown on the outside of the envelope.

B. The following entries should be made on Form ECR-518 in the county office prior to delivery to the supervisors:

1. State and county code, 1941 farm serial number, and name and address of the 1941 operator;
2. The yield per acre of tobacco or wheat in Section III on line 1 for farms for which an allotment has been determined;
3. Acreage allotments for tobacco or wheat determined should be entered in Section III on line 2 (wheat acreage allotments should be prefixed by the letter "a"). "Usual" acreage of wheat should be entered for those non-allotment wheat farms with more than ten acres "usual" acreage.
4. The acreages of total cropland, eligible non-crop pasture, and commercial orchards and the soil-building goal in Section IV, Form ECR-511.
5. The amount of each kind of conservation material furnished the farm, in the spaces provided in Section VI. Both the total amount of the material and the amount of material furnished each producer should be entered. For those non-allotment farms for which the operator has signified his choice that conservation materials received shall be in lieu of any payment earned, the words "Materials Only" should be written prominently across Section IV of Form ECR-518.
6. The letters "T.A.", following the serial number, in the case of total allotment farms.
7. The letters "N.P.", following the serial number, in the case of non-participating farms.

#### SECTION IV. - PROCEDURE FOR LOCAL SUPERVISORS

- A. Preparation. - The supervisor will receive from the county office forms for such number of farms as can be visited and checked for performance within a reasonable period of time. The forms for each farm should be kept in its envelope.
- B. Assistance of operator. - If practicable the farm operator should be notified a day or so before performance is to be checked on his farm.

The assistance of the operator or his representative must be obtained in checking the farm. Whenever possible, the supervisor should obtain (on Form ECR-518) the operator's designation of a representative, if the operator himself is unable to accompany the supervisor. For example, "I hereby designate John Smith to approve the report of performance on my farm," signed "John Jones." The assistance of the operator or his representative is of special importance in locating (1) areas planted to special crops, (2) areas on which soil-building practices are carried out by each producer, (3) crops of different tenants and the share of each, (4) areas which have been devoted to a crop which does not appear on the land, and (5) other information called for in Form ECR-518.

The supervisor should not go on any farm for the purpose of checking performance if the operator objects. If the operator refuses to permit the supervisor to check performance on the farm, a note to that effect should be entered on Form ECR-518 for such farm and should be followed by the signature of the supervisor, the date of the refusal, and if possible the signature of the operator.



C. Inspection of fields and determination of acreages. - The supervisor must inspect each field for which the acreage is to be measured or estimated, as specified in 1 and 2 below, sufficiently to determine the boundaries, the crops grown, the area deductions, if any, to be made and, on participating farms, the practices carried out during the 1941 program year. The work of any supervisor who fails to do this properly will be unsatisfactory.

1. Participating farms. - For each farm participating in the 1941 program the supervisor will:

- a. Measure tobacco
- b. Carefully estimate the acreage of wheat harvested at maturity on non-wheat-allotment farms (if not previously checked), if it appears that the 1941 acreage of such wheat on the farm is 80 percent or less of the permitted acreage; measure the acreage of such wheat if it appears to be in excess of 80 percent of the permitted acreage.
- c. Carefully estimate the acreage of general crops on total allotment farms.
- d. Carefully estimate the acreage on which each soil-building practice was carried out, unless such acreage is measured in connection with the determination of the acreage of tobacco or wheat.

2. Nonparticipating farms. - For farms not participating in the 1941 agricultural conservation program but on which tobacco is grown the supervisor will measure the acreages of tobacco.

D. Preparation of sketches. - The supervisor must make a sketch of each area measured. Sketches should show actual shape of fields as nearly as possible, and measurements made should be recorded thereon. Each field should be identified by a number: 1, 2, 3, etc.

#### SECTION V. - EXECUTION OF FORM ECR-518

Erasures should not be made on Form ECR-518. In the event of error the erroneous material should be lined out with a single line so that the original entry may be read. All corrections should be initialed by the person making them at the time they are made.

A. Farm field report (Sec. I of Form ECR-518). - Entries will be made for only those areas which are to be inspected, in accordance with the procedure outlined in preceding sections. This section should be filled in by the supervisor as he goes over the farm. The entries for each area should be made in the course of inspecting it.

1. Column A. - The supervisor should enter a field number in column A for each area which is inspected, regardless of whether measured or estimated. The field numbers for measured areas should agree with those shown on the sketch.

2. Column B. - Column B will be used for careful estimates, as agreed upon by the supervisor and the operator or his representative, of inspected areas which are not required to be measured.

3. Column C. - The supervisor will make no entry in this column.

4. Column D. - The supervisor will make entries in Column D as follows:

a. Crop and land use information - The name of each of the following crops to which any area is devoted should be entered:

- (1) Tobacco
- (2) Wheat if not previously measured, harvested at maturity for any purpose.
- (3) General depleting crops on total allotment farms.

If any of the above crops appear on land in cultivation for the first time in 1941, the words "new ground" should be entered in this column.

b. Soil-building practice description - The supervisor also will enter in Column D a description of each soil-building practice including the month in which carried out. When the area on which a soil-building practice was carried out coincides with an area devoted to one of the crops named above to be listed in the Column, the description of the practice should be entered on additional lines immediately below the name of the crop.

In the case of the application of fertilizing materials such as superphosphate, or potash, the crop or crops to which such application was made and the analysis of the fertilizer should be clearly indicated in the description of the practice. For example: "20% phos. on alf. Apr."

Superphosphate and potash applied to grasses or legumes in connection with soil-depleting crops will not qualify for credit and should not be shown except that the manner in which conservation materials furnished by the A.A.A. are used should always be shown and the letters AAA should precede the description. In case any such material is used so as not to qualify for credit, the supervisor will clearly indicate this fact on Form ECR-518.

In the case of a mixed fertilizer which is used in such manner as to qualify for a soil-building practice, the supervisor should enter the total quantity and analysis of the material in Column D and the county office should compute the equivalent of superphosphate and potash.

The total quantity of the materials used in connection with each practice such as pounds of seed used in seeding practices, the total pounds of lime or superphosphate or potash applied, should be recorded in the "materials" subcolumn of Column D. All practicable means such as invoices, etc., should be used to verify the practices reported as carried out. If the supervisor has any doubt as to whether a practice reported was carried out, he should so indicate on Form ECR-518 for the information of the county committee.

5. Column E. - No entries will be made by the supervisor in Column E.

6. Column F. - This column will be used only in counties with aerial photographs.

7. Columns G and H. - The supervisor will make no entries in these columns.



8. Columns I, J, and K. - The names and addresses of the producers who share in each field or subdivision of special crops or practices will be entered in the spaces provided in Section V. The number preceding the line for the name of the producer (11, 12, 13, etc.), will serve as a code to indicate reference to such producer in Column I of Section I and other places on the Form ECR-518. The code numbers indicating each producer interested in the 1941 special crop or practice should be entered in Column I. The share of each in the special crop should be indicated by a fraction in Column J.

If two or more producers contributed to a practice, the letters "P.S.," denoting practice share, should be shown in Column K opposite their code numbers in Column I. Where a practice was carried out by one person, the word "all" should be shown in Column K opposite his code number in Column I. If the operator receives all the crops and carried out all the practices, the words "All Crops and Practices" should be entered vertically in Column I.

In determining whether a person contributed to the carrying out of a soil-building practice which would entitle him to share in the payment therefor, consideration should be given to cash expenditures made in carrying out the practice (as in purchasing seed, fertilizer, or other materials or employing labor) and to labor performed without compensation.

In the event (1) a special crop for which an allotment has been determined for the farm is not grown in 1941 or (2) in the event of complete or partial failure of such crop, the supervisor will show in field notes the cause and extent of such failure and the share to which each producer would have been entitled had the full acreage of such crop been harvested.

B. Other farms in which any producer on the farm has an interest (Sec. VII of Form ECR-518). - The supervisor should identify carefully other farms in the county in which any producer on the farm has an interest and should indicate clearly the producers who are so interested. Farm serial numbers or descriptions may be used. Similar information for farms in each other county and State in which any producer on the farm has an interest should be shown, together with the number of such farms and the county and State in which each is located. If this information is not available for any producer, a notation to that effect should be entered by the supervisor. In case no producer on the farm has an interest in any other farm, the word "None" should be written in this section.

C. Wheat data, Section II of Form ECR-518. - The supervisor will enter, for non-wheat allotment farms, the number of families on the farm in 1941 and the number of bushels of wheat sold or to be sold from the 1941 wheat crop.

D. Operator's certificate, Section XI. - The supervisor should read the Operator's Certificate, Section XI, to the operator or his representative, explain what it means and obtain his signature after the Form ECR-518 has been filled in (with the exception of the entries which require computations by the county office) and after the operator or his representative has reviewed the data entered thereon. The supervisor should sign and date the form in the spaces provided.

## SECTION VI. - CHECKING SUPERVISOR'S REPORT IN COUNTY OFFICE

Supervisors should deliver the first three to five completed farm reports to the county office as soon as completed and thereafter as instructed, but at least once each week. The supervisor's report should be checked promptly at the county office. The checking of the supervisor's report will include a determination that --

1. Fields are properly numbered;
2. All field notes have the serial number recorded on each sheet;
3. Where two or more separate tracts of land are included in a farm, tracts are properly identified such as No. 1 of 3 tracts, No. 2 of 3 tracts, or No. 3 of 3 tracts;
4. Descriptions of practices are complete;
5. Division of crops and practices is shown;
6. Other farms are shown in section II, or the word "none" is entered;
7. Operator's signature and date of check of performance are on the report; and
8. All other necessary data are correctly entered.

The attention of the supervisor should be called to any errors he has made and he should be instructed to make any necessary corrections and obtain information missing from his report. Promptness in checking the report with the supervisor will save much time and make for accuracy of reports.

## SECTION VII. - RECHECKING

Not more than one check should be made on a farm other than at the producer's request or to check the disposition of excess tobacco or wheat.

Rechecks will be entered with red pencil on the same copy of the Form ECR-518 as was used to check the farm originally and will be signed and dated by the recheck supervisor.

A. Rechecking acreages at farmer's request. - Upon application of any producer for a recheck of acreages, such recheck should be provided by the county office upon deposit with the treasurer of the county association of an amount specified by the State committee, which is deemed to be sufficient to defray the estimated cost of such recheck to the county association. This amount shall be returned to the producer if the recheck shows that errors were made in the first check of performance on the farm in excess of limits specified by the State committee. Deposits will not be required in connection with the rechecking of the work of supervisors who have been disqualified.

Rechecks of performance determinations alleged by the producer to be in error should in no case be made by the supervisor who originally checked the farm, and in all cases should be made by the best qualified supervisors. Any necessary rechecks of field acreages in the county office should be made by a fully competent acreage computer and special care should be taken to see that entirely accurate and unbiased determinations are obtained.



B. Checking disposition of excess acreage. - The classification of excess acreages of tobacco and under certain conditions, of wheat, may be changed by acceptable disposition of the excess, provided such disposition is made before harvest in the case of tobacco and before May 15 in the case of wheat. If, after the acreage of such crops has been determined, the producer notifies the county office that excess is to be disposed of, a supervisor will determine the acreage disposed of, and the method of disposition. The area disposed of will be measured for computation as on original check. In all cases the area and the measurements made will be shown on a sketch. Such sketch will be on or attached to Form ECR-518. Where a portion of the field is disposed of, that portion should be indicated by a subdivision letter thus: 1 A.

Disposition of other crops will not be checked since the classification cannot be changed by the disposition of excess acreage.

# SECTION VIII. - DESCRIPTIONS FOR RECORDING SOIL BUILDING PRACTICES

Statement of Practice	Example of Description to be entered by supervisor on ECR-518	Amount which will count one unit	Code
<u>Superphosphate</u> applied (except in connection with soil-depleting crops) to, or in connection with the seeding of, green manure crops in orchards, perennial or biennial legumes, perennial grasses, winter legumes, lespedeza, or permanent pasture.	20% phos. on blue-grass (Apr.)	240 lbs. of 20% material	
<u>AAA superphosphate</u> applied (except in connection with soil-depleting crops) to or in connection with the seeding of, green manure crops in orchards, perennial or biennial legumes, perennial grasses, winter legumes, lespedza, or permanent pasture.	AAA triple phos. on noncrop pasture (Apr.) -or- AAA 20% phos. on non-crop pasture (Apr.)	100 lbs. of triple material - or - 240 lbs. of 20% material	
<u>Potash</u> applied (except in connection with soil-depleting crops) to, or in connection with the seeding of, perennial or biennial legumes, perennial grasses, winter legumes, lespedeza, or permanent pasture.	Potash on alfalfa (Mar.)	150 lbs. of 50% material	
<u>Ground limestone</u> or equivalent applied to farm land.	Limestone (May) - or - Burned Lime (June)	(See ECR-501-W. Va.)	

Statement of Practice	Example of Description to be entered by supervisor on ECR-518	Amount which will count one unit	Code
<u>AAA Ground Limestone</u> applied to farm land.	AAA limestone on alfalfa (Mar.)	(See ECR-501-W. Va.)	
<u>Seeding</u> approved varieties of hardy domestic or Canadian alfalfa.	Seeding alfalfa (Apr.)	Each acre.	
<u>Seeding</u> crimson clover or vetch as winter cover crops.	Seeding vetch (Sept.)	Each acre.	
<u>Seeding</u> annual lespedeza.	Seeding lesp. (Apr.)	Each four acres.	
<u>Seeding</u> sericea, approved red clover, alsike clover, sweet clover, white clover, or mixtures containing any such legume.	Seeding approved red clover (Mar.)	Each two acres.	
<u>Winter cover crops.</u> - Leaving on the land, a good stand and good growth of wheat on a non-wheat allotment farm, barley, rye or mixtures of these crops, from which seed is not harvested by mechanical means.	Rye left.	Each acre.	
<u>Green Manure.</u> - Plowing or discing under a good stand and good growth of crimson clover, vetch, sweet-clover, rye, winter oats, winter barley, winter wheat or mixtures of these crops.	Rye turned (May).	Each acre.	
<u>Contour stripcropping.</u> (establishment or maintenance) upon prior approval of the county committee	Stripcropping (Give full description of crops and system used)	Each five acres.	
<u>Planting</u> approved species of forest trees or shrubs beneficial to wildlife.	Planting white pines (Apr.)	One-third acre.	
<u>Planting</u> black walnuts.	Walnuts planted (Jan.)	One-half acre.	
<u>Improving</u> of stands of forest trees with prior approval of the county committee.	Improving forest stand (Feb.-Mar.)	One-half acre.	



Statement of Practice	Example of Description to be entered by supervisor on ECR-518	Amount which will count one unit	Code
<u>Orchard mulch.</u> - Applying air-dry straw or equivalent mulching mater- ial (excluding barnyard and stable manure) in orchards.	Mulching orchard (Nov.)	2 tons air- dry weight	
<u>Apple tree removal.</u>	Apple trees removed (Details as to number and size of trees should be shown).	(See ECR-501- W. Va.)	
<u>Sweetclover mulch in orchard.</u>	Sweetclover left in orchard	Each acre.	

1.42  
Ea7F

LIBRARY

RECEIVED

★ JUL 31 1941 ★

Form ECR-516 (Parts IV and V)

Issued July, 1941

U. S. Department of Agriculture  
UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
EAST CENTRAL REGION

1941 AGRICULTURAL CONSERVATION AND PARITY PROGRAMS

EAST CENTRAL REGION

PROCEDURE FOR COMPLETION OF FORM ECR-518, AND THE PREPARATION OF FORM ECR-520

PART IV. INSTRUCTIONS FOR COMPLETION OF FORM ECR-518,  
"PERFORMANCE REPORT 1941"

Introductory Statement. The instructions below contain the procedure for completing those sections of Form ECR-518 which contain the information necessary for the preparation of the application for payment, Form ECR-520. The entries on Form ECR-518 should be completed currently as the work of the supervisors is turned in to the county office.

Applications will be filed and consequently Form ECR-518 will be completed in those cases where "conservation materials only" were furnished in lieu of any payments, provided (1) any of the conservation material furnished was not properly used by the end of the 1941 program year; (2) there is a special crop on the farm in 1941 for which a deduction will be computed; (3) any producer on the farm who has been furnished conservation materials has an interest in a special crop for which a deduction will be computed on another farm or (4) for any other reason a deduction will be computed for such producer on this or any other farm. Form ECR-518 will not be completed for other "Materials Only" farms.

I. SECTION III OF FORM ECR-518 -- SOIL-DEPLETING ALLOTMENTS AND 1941 ACREAGES.  
COLUMNS B, C, D, E, F, AND G.

A. COLUMN HEADINGS AND YIELDS. Enter on line 1 of columns C, D, E, and F, from Form ECR-511, the yield for the respective special crops on the farm. If it is necessary to change the heading of any column to provide for showing two kinds of tobacco, a column not otherwise needed for the farm should be used and the heading changed to indicate the crop entered therein. The kind of tobacco should be specified in the heading of column C, and in the heading of any other column in which it is necessary to change a heading and enter another kind of tobacco.

Care should be taken to distinguish between dark fire-cured, dark air-cured, and Virginia sun-cured tobacco in the heading of the column as follows: "d.f." for dark fire-cured, "d.a." for dark air-cured, and "s.c." for Virginia sun-cured.

When column E is used in counties in which peanuts for market and wheat are grown, the words "Peanuts or" should be marked out if the column is used for wheat and the words "or wheat" should be marked out if the column is used for peanuts. It will be unnecessary to mark out "corn" or "potatoes" in column F, since the commercial corn area and the commercial potato area in the East Central Region do not overlap.



B. ALLOTMENTS. Unless the entries have already been made, enter on line 2, in columns C, D, E, F, and G, the respective allotments for the farm, from Form ECR-511. No total depleting allotment will be entered in column B in any State.

If a Group 1-C ("new-grower") cotton permitted acreage was determined for a farm, the entry on line 2, column D, will always be zero, but a statement should be entered in Section IX (Section VIII of Form ECR-518 Ky.) in order to avoid a deduction for the planted acreage not in excess of such permitted acreage, for example, "New grower cotton permitted acreage of 1.8 acres determined for this farm." If the 1941 acreage of tobacco, peanuts or wheat is less than a "new grower" allotment which was determined for the farm, the allotment entered in line 2 of Form ECR-518 will be reduced to the 1941 acreage.

Enter the wheat allotment for (1) a non-wheat-allotment farm for which a wheat allotment has been determined and on which the 1941 wheat acreage is not in excess of the allotment and (2) a wheat allotment farm. Prefix such allotment with the letter "a" as a positive indication that a wheat allotment is shown. For a non-wheat-allotment farm having a permitted acreage of more than 10 acres, and for which no wheat payment will be made, enter the permitted acreage (higher of 3 acres per family, if no wheat is marketed from the farm, or the usual acreage). Be careful not to enter the prefix "a" before the permitted acreage entry.

For farms for which corn allotments are established, in addition to entering the corn allotment in line 2 of column F, also enter the usual acreage for the farm in parenthesis at the head of column F immediately above the letter "F", if the planted acreage of corn is in excess of 10 acres and is also in excess of the corn allotment.

C. 1941 ACREAGE. Enter in line 3 of columns C, D, E, F, and G, the total of the 1941 acreage of the respective special crops on the farm. (Acres should be rounded to the nearest tenth of an acre).

No entry will be made in line 3, column B, except for applications submitted from counties in Tennessee which have not been designated by the Regional Director of the East Central Division as "counties in which the production of feed for livestock has been seriously reduced by drought." In such counties, the following procedure will be observed for all farms on which any special allotment (other than a commercial vegetable allotment) is determined:

1. If the acreage of soil-depleting crops on the farm does exceed 80 percent of the cropland or 30.0 acres, whichever is larger, the total acreage of depleting crops will be entered in line 3, column B.
2. If the acreage of soil-depleting crops on the farm does not exceed 80 percent of the cropland or 30.0 acres, whichever is larger, the notation "not over 80%" will be entered in line 3, column B. (If the total depleting acreage does exceed 80 percent of the cropland but does not exceed 30.0 acres, the notation "not over 80%" will nevertheless be used as a symbol denoting that no deduction is applicable.)



Enter in line 3, column C, the acreage of tobacco harvested in 1941 and in column D the acreage of cotton planted in 1941. Enter in column E the acreage planted to wheat in 1941 on a wheat allotment farm and on non-wheat-allotment farms for which payment with respect to wheat will be made. For other non-wheat-allotment farms enter in column E the acreage of wheat harvested unless both the permitted acreage and the harvested acreage is 10 acres or less in which case no entry is needed.

Enter in column E the acreage of peanuts for market except that on non-peanut-allotment farms acreages of one acre or less will not be entered. Peanuts for market means (1) all peanuts harvested for nuts on a peanut allotment farm, and (2) on any other farm, all peanuts harvested for nuts if (a) any peanuts are separated from the vines by mechanical means, and (b) any peanuts are sold to persons not living on the farm. (This includes acreage from which peanuts are crushed for oil.) If Form ECR-518 is completed before peanuts are harvested, enter in column E the acreage devoted to peanuts for any purpose except home use.. If it is later determined that any of the acreage devoted to peanuts is hogged off or otherwise not harvested for nuts, the entry in line 3 of column E may be corrected by drawing a line through the original entry and entering, immediately above, the acreage of peanuts for market. Each such change shall be initialed by the person making it.

Enter in column F the 1941 acreage of potatoes planted on each potato allotment farm, and in commercial potato counties on each other farm on which there is an acreage of potatoes for market in excess of 3.0 acres.

Enter in column G the acreage of annual commercial vegetables planted and of perennial commercial vegetables harvested in 1941 on vegetable allotment farms and for each other farm in a commercial vegetable county on which the acreage of such commercial vegetables in 1941 is in excess of 3.0 acres. On commercial vegetable allotment farms the acreage of tomatoes for processing, snap beans for processing and lima beans for processing will not be included as commercial vegetables in line 3 but the total acreage of such crops will be entered in line 1, column G. On non-vegetable allotment farms, such vegetables for processing will not be entered on either line 1 or line 3, column G. If the county committee has found that the acreage of commercial vegetables plus the acreage of tomatoes, snap beans and lima beans for processing on the farm is less than 80 percent of the allotment because of flood or drought and there is on file with the supervisor's report a record of the facts, the entry "flood" or "drought" whichever is applicable, should be entered in line 1, column G.

Enter a zero in line 3 for each crop for which the 1941 acreage is zero and an allotment or usual or permitted acreage is entered in line 2. Enter a zero in line 2 for each special crop for which there is no allotment or usual acreage but a 1941 acreage figure is entered in line 3. If tobacco was harvested in 1941 on a farm for which there is no tobacco allotment, the yield per acre as determined by the county committee should be entered in line 1 as the yield per acre for the land covered by the application, and zero should be entered in line 2. A similar procedure should be followed in all other cases where a deduction from payments would result because of growing an excess acreage of a special crop for which a yield has not previously been determined, except of course that no yield will be determined for commercial vegetables.



## II. SECTION IV OF FORM ECR-518 -- SOIL-BUILDING PRACTICES AND GOAL.

A. COLUMN H. Enter in column H the code letter of each practice eligible for payment on the farm.

B. COLUMN I. Enter in column I the units earned (to nearest tenth of a unit) of the respective practices, on the basis of the unit equivalents for such practices set forth in ECR-501.

C. COLUMN K. Make applicable entries in column K from Form ECR-511 for cropland, eligible noncrop pasture and commercial orchards.

## III. SECTION V OF FORM ECR-518 -- NAMES OF PRODUCERS.

See that all names and addresses entered by the supervisor are clear and properly shown in order that the typist may copy them on Form ECR-520.

## IV. SECTION VI OF FORM ECR-518 -- DIVISION OF PAYMENT.

A. ASSIGNMENTS. On lines 11b, 12b, 13b, 14b, and 15b, opposite the names of the respective assigners, enter the names and addresses of any assignees and the amounts of unpaid assignments, if applicable. If an assignment is reported for a producer who, according to the county register of indebtedness, is indebted to the Farm Credit Administration or the Farm Security Administration, the date that the assignment was filed in the county office should be shown along the name of the assignee, thus: "John H. Doe, Assignee -- filed November 12, 1940."

B. INDEBTEDNESS TO THE UNITED STATES. On lines 11b, 12b, 13b, 14b, and 15b, opposite the names of indebted producers, enter a record of any indebtedness to the United States which is on the register of indebtedness, as illustrated by these examples:

"Due FSA, \$18.25",

"Due 1940 ACP - 54-099-267, \$8.19",

"Due for FCI - 52-099-938, \$12.20",

"Unpaid 1939 cotton mktg. penalty 63-099-329, \$15.24".

If a producer has been issued a greater amount of cotton stamp payments than a later determination shows he was entitled to receive, his indebtedness to the United States will be indicated as follows:

"Cotton stamps overpayment, 55-083-8899, \$6.50."

C. DIVISION OF SOIL-DEPLETING CROPS. From the summary of crops and practices enter on lines 11c, 12c, 13c, 14c, and 15c, the acreage share of each producer in the respective special crops as of the time of harvest. These entries in each column should be added together in order to make certain that the totals of the applicants' shares are equal to the 1941 acreage devoted to the special crop as shown in line 3 or the allotment as shown on line 2, if applicable. The allotment will be used if (1) any such crop is not grown on the farm in 1941 or the acreage of the crop (in the case of commercial vegetables, the acreage of commercial vegetables plus the total of the acreages of tomatoes for processing,

snap beans for processing and lima beans for processing) is substantially reduced by flood, hail, drought, insects or plant ~~bad~~ diseases, or (2) in the case of cotton, if for any reason the total acreage of cotton on the farm in 1941 is less than 80 percent of the cotton allotment and the acreage of cotton which is or would have been grown thereon by any tenant or sharecropper in 1941 is not substantially proportionate to the acreage of cotton which such tenant or sharecropper would normally grow thereon, and all the persons who are or would have been entitled to receive a share of the proceeds of the cotton agree to the division of the allotment as shown by their signatures on the application or a separate statement, except that no producer's share of the allotment shall be less than his acreage of cotton classified as depleting. In the case of item (2) a statement of the facts signed by a county committeeman should accompany the application to the State office. In case the acreage is zero or in the case of total or substantial crop failure, the special allotment should be divided among the producers as it would have been divided if it had been grown. Unless a deduction is to be made it will not be necessary to show the division (or the yield) of wheat if a permitted acreage rather than an allotment is shown. It will always be necessary to show the division of corn unless the planted acreage of corn is 110 percent or more of the allotment, and does not exceed the larger of 10 acres or the usual acreage.

Where two successive crops of commercial vegetables are grown on the same field, the acreage share of each producer sharing in each of the individual crops will be one half that which would apply if only one crop were grown. Where three successive crops are grown on the same field, the acreage share of each producer in each of the individual crops will be one third that which would apply if only one crop were grown. The total of the acreage shares of all producers sharing in the crops grown on a field will equal the acreage in the field. The total of the acreage shares of all persons sharing in the crops shown in column G will equal the total of the acreages shown in lines 1 and 3 of the column, or the allotment if the allotment is allocated as provided above.

If it is desired to divide the acreage or allotment exactly between two or more persons, such 1941 acreage or allotment divisions may be expressed in hundredths, thousandths or ten-thousandths. In every case where the name of only one producer appears the word "all" or the 1941 crop acreage (or if the crop is not grown in 1941, the allotment) must be shown.

D. DIVISION OF SOIL-BUILDING PRACTICES. From the summary of crops and practices, enter the producers' respective shares in the soil-building practice units (to the nearest tenth of a unit) in the column headed "Division of Soil-building Units". The sum of the units entered in column H for the producers should equal the total number of units of practices carried out on the farm, as shown above in column I. In cases all the soil-building practices were carried out by one producer, the word "all" may be entered in lieu of the number of units of such practices. One person should not be given credit for all practices where another producer is shown to have received conservation materials which have been used in performing some or all of the practices.

Each soil-building practice will be divided on the basis of the information shown in the supervisor's report, except as otherwise provided below.



Where the supervisor indicated by the letters PS that more than one producer incurred expenses in carrying out a soil-building practice, the practice will be divided equally among such producers, unless they establish to the satisfaction of the county committee that their contributions were not in equal proportion, in which event the practice should be divided in the proportion which the committee determines each such producer contributed thereto. A record of the committee's determination in each such case will be filed with the supervisor's report.

E. CONSERVATION MATERIALS. Enter in the headings of the columns headed "Conservation Materials" the kinds and amounts of conservation materials furnished the farm by the AAA, and the applicable deduction rates. If it is necessary to enter a kind of material other than the kind specified in the heading of a column, the printed entry should be deleted. In the heading of any column used for superphosphate, enter "Tr." if triple superphosphate was furnished, or "20%" if 20% superphosphate was furnished.

The deduction rates should be entered in the forms illustrated by the figures below:

1. For triple superphosphate, enter the rate per pound, namely, .019.
2. For 20% superphosphate, enter the rate per pound applicable in the particular county. In counties where the deduction rate is \$15 per ton the rate to be entered is .0075. In counties where the rate is \$16 per ton, the rate to be entered is .008.
3. For lime, enter the rate per ton which is applicable for the particular application. For example the rate for ground limestone to be entered in Webster County, West Virginia, is \$3.40.
4. For seeds, enter the rate per pound applicable in the county for the particular kind of seed. For example, the applicable rate for hairy vetch seed in Kentucky is .095, and for Austrian winter peas is .05.

Enter on lines 11c, 12c, 14c, and 15c the amounts of materials furnished (charged to) each producer. The sum of the amounts of the material furnished the producers should equal the amount of such material furnished as shown in the heading of the column.

A notation should be entered in Section IX (Section VIII of Form ECR-518 Ky.) with respect to any material furnished which has not been used in such manner as to qualify for practice credit. The notation should state the use made of the material and the amount of the material so used. The county committee will, in accordance with applicable instructions, determine whether the material has been used in a manner which is not in substantial accord with the purpose for which the material is furnished. A double deduction is necessary for the misuse of conservation material. In such cases the recommendation of the county committee should be in the following form: "Double deduction recommended - 500 pounds triple superphosphate". If more than one producer was furnished conservation material, the amount misused by each must be shown. No entry shall be made in

Section IX (Section VIII of Form ECR-518 Ky.) regarding a single deduction. (Under certain conditions, a single deduction and no credit may be approved -- as provided in ECR-ADM-656--if the material was used in substantial accord with the purpose for which furnished, but not as an approved soil-building practice.)

V. SECTION VII OF FORM ECR-518 -- OTHER FARMS IN WHICH ANY PRODUCER ON THIS FARM HAS AN INTEREST.

Properly complete in this section any necessary entries which were not completed by the supervisor. If any producer, regardless of whether landlord, share-tenant or sharecropper, has an interest in any other farm, as landlord, share-tenant or sharecropper, that fact should be noted on Form ECR-518 as follows:

A. FARMS IN SAME COUNTY. Enter in serial order in the column headed "This County", opposite the identification of each producer who is interested in a payment or a deduction for any other farm, the serial number of each farm in the county, including the farm covered by this Form ECR-518, in which such producer has an interest. Follow the same procedure for persons other than individuals, partnerships, or estates which are eligible for either parity or agricultural conservation payments. If more space is required, enter in Section IX (Section VIII of Form ECR-518-Ky.) the producer's name and the serial numbers of other farms on which he is interested in payments or deductions.

B. FARMS IN OTHER COUNTIES.

1. INDIVIDUALS, PARTNERSHIPS AND ESTATES. If the producer is an individual, partnership, or estate and is interested in a payment or a deduction for any other farm in the State or in any other State, enter in Section IX (Section VIII of Form ECR-518 Ky.) the producer's name and the name of each county in which such farm or farms are located, for example, "John Doe, one farm in Jefferson County."

2. PRODUCERS WHICH ARE NOT INDIVIDUALS, PARTNERSHIPS OR ESTATES. If the producer is not an individual, a partnership, or an estate and is interested in a payment or a deduction for a farm or farms, anywhere in the United States, its territories, or its possessions, enter in Section IX (Section VIII of Form ECR-518 Ky.) a notation such as "XYZ Insurance Company is interested in other farms in other counties and States."

3. OFFSETTING PERFORMANCE IN ANOTHER COUNTY. If the county committee finds that any producer has carried out farming operations in another county which offset performance rendered, the following notation in addition to the reference to the farm in the other county should be entered in Section IX (Section VIII of Form ECR-518 Ky.): "Multiple provisions recommended."

VI. SECTION IX OF FORM ECR-518 -- ADDITIONAL COMMITTEE DETERMINATIONS (SECTION VIII OF FORM ECR-518 KY.)

Enter any additional committee determinations which are to appear on Form ECR-520 "Application for Payment." Special study should be given to the items below.



A. DOUBLE DEDUCTION FOR MISUSE OF CONSERVATION MATERIALS. (See instructions under "Conservation Materials," Section IV, subsection E, above.)

B. APPLICATIONS FILED ON "MATERIALS ONLY" FARMS. If, in accordance with the introductory statement of these instructions, it is necessary to file an application for a farm which was furnished "conservation materials only" in lieu of any payments, there should be entered in Section IX of Form ECR-518, the following notation: "Materials only farm." In such cases association expense will not be deducted since such expense was paid by the producer at the time the materials were ordered.

C. FARMS NOT OPERATED. If a farm on which any special allotment has been established is not operated in 1941 under the provisions of ECR-ADM-626, as amended, the notation "Not operated in 1941" shall be entered in Section IX. In addition, on any application on which a special allotment is shown and no acreage is shown on line 3 for any special crop (nor for total soil-depleting crops on Tennessee applications), there shall be entered in Section IX the notation "Operated in 1941" or "Not operated in 1941," whichever is applicable.

D. UNJUSTIFIED CHANGES IN TENURE. If there has been a change in the relationship between the landlord or operator and tenants or sharecroppers on a farm or a reduction in the number of tenants or sharecroppers and the committee has found such change or reduction not justified, or only partially justified, a notation will be made in the following form: "Unjustified change in tenure--John Doe entitled to only 50% of the 1941 d. f. tobacco payment." (Note the change in the form of the statement as compared with 1940 and with the suggested statement in ECR-ADM-678. Special study should be given to ECR-ADM-678 and ECR-ADM-587.)

E. KNOWINGLY OVERPLANTING COTTON. If any producer shown on the application has knowingly overplanted cotton on any farm, a notation should be made in Section IX, for example "John Doe knowingly overplanted cotton in 1941 on 61-053-9998." If an acreage of cotton but no cotton allotment is shown on an application, the farm will be considered to be "knowingly overplanted" unless an entry in Section IX states that a "new grower" cotton permitted acreage was determined for the farm or unless an acceptable explanation by a county committee-man that the farm was not "knowingly overplanted" is attached to the application.

F. FAILURE TO MAINTAIN PRACTICES CARRIED OUT UNDER PREVIOUS PROGRAMS. If the county committee determines that there has been a failure to maintain a practice carried out under a previous program, as provided in Section III, subsection F, of ECR-501, enter a brief statement of the circumstances, for example, "John Doe failed to maintain 400 linear feet of terraces on which payment was made under a previous program" or "John Doe permitted to be grazed 2.0 acres of forest trees for which payment was made under a previous program."

G. PRACTICES WHICH TEND TO DEFEAT PURPOSES OF PROGRAM. If the county committee finds that any producer shown on the application has adopted any practice which tends to defeat the purposes of the current or previous agricultural conservation or parity programs, a statement of the facts should be entered in Section IX or on an attached sheet of paper. Special reference should be made to ECR-501, Section V, subsection E and to P-1941, Section 5(a). This includes cases where a person has misused, or participated in the misuse of, a cotton marketing card or failed to file any report required by or under the regulations pertaining to cotton marketing quotas.

H. NONPARTICIPATING FARMS. When it is necessary to submit an application for a nonparticipating farm (see Form ECR-516 [Part V], introductory statement), there should be entered in Section IX of Form ECR-518 on the nonparticipating farm a statement as follows: "This is a nonparticipating farm." Soil-building practices should not be entered for nonparticipating farms.

I. IDENTIFICATION OF PERSON AS ONE NOT INDEBTED TO THE UNITED STATES. In counties where there are two persons having similar names and one of such persons is indebted to the United States, on the application executed by the person who is not indebted a notation to that effect should be made in Section IX. Example: "John Doe on this application is not the John E. Doe who is indebted to the United States."

J. \$10,000 NATIONAL LIMITATION. If a producer other than an individual, a partnership or an estate is affected by the \$10,000 national limitation on agricultural conservation payments and has elected not to apply for such payments in a particular State, but does apply for a parity payment on a farm in such State, a statement such as the following should be entered in Section IX: "XYZ Insurance Company applying for parity payment only."

K. NAME OF PERSON ON APPLICATION BUT NO SHARES INDICATED. If the name of a person is not shown to have an interest in a special crop or practice or in conservation material, a statement should be entered in Section VII explaining why the name of such person was entered on the application.



PART V. INSTRUCTIONS FOR PREPARATION OF FORM ECR-520  
APPLICATION FOR PAYMENT

Introductory Statement. Form ECR-520 and Form ECR-520, Supplement 1, will be typed in the county office from Form ECR-518, Performance Report 1941, as indicated below. A pencil copy of Form ECR-520 should not be prepared, since the information from Form ECR-518 will be transferred directly to the typed copy of Form ECR-520.

As in the past, entries made by the county office will be made on dotted lines. The application form has been printed in sets of three copies with carbon inserts. All entries, signatures, and initials should be entered on the application prior to the removal of the carbons. After the application has been completed, the carbons will be removed and one of the yellow copies will be retained in the county office files, and the original and one yellow copy will be forwarded to the State office.

Form ECR-520 will be prepared

(1) on each participating farm

- (a) for which it appears that an agricultural conservation or parity payment may be computed, or
- (b) for which conservation materials were furnished, except as provided in the introductory statement of Form ECR-516 (Part IV), in connection with farms which were furnished conservation materials only in lieu of any payments, or
- (c) if a producer thereon has an interest in a payment that may be computed for any other farm, and

(2) on each non-participating farm

- (a) if it appears that a parity payment may be computed for any producer thereon, or
- (b) if any producer who shares in a special crop thereon has an interest in payments or was furnished conservation materials on a participating farm.

Each Form ECR-520 will be given the same serial number as the Form ECR-518 from which it is prepared. Only one serial number will be shown on Form ECR-520.

The application should be prepared in the county office as soon as possible after the form ECR-518 for the farm has been completed, and has been initialed by the person checking it. This can be done as soon as:

- (1) All soil-building practices have been completed for this year, or enough have been carried out to equal the soil-building goal and there will be no change in the apportionment of the soil-building payment among the applicants;

- (2) The 1941 crop acreages have been definitely and finally determined;
- (3) It is determined that there is no excess acreage of any special crop which the producer desires to dispose of so as to establish full performance; and
- (4) All conservation materials furnished by the A. A. A. have been accounted for.

I. SECTION III OF FORM ECR-520, SOIL-DEPLETING ALLOTMENTS AND 1941 ACREAGES.

- A. COLUMN HEADINGS. Bring the headings of columns C, D, E, F, and G, of Section III of Form ECR-520 into agreement with the corresponding column headings as shown on Form ECR-518. It should be borne in mind that the word "dark" is not an acceptable designation of the kind of tobacco. The kind should be designated "d. f." for dark fire-cured, "d. a." for dark air-cured, and "s. c." for Virginia sun-cured.
- B. YIELDS PER ACRE, ACREAGE ALLOTMENTS AND 1941 ACREAGES. Enter in Section III, lines 1, 2, and 3, columns C, D, E, and F of Form ECR-520 the yields per acre, and in columns C, D, E, F, and G, the acreage allotments or usual or permitted acreages, the 1941 acreages and other data from the corresponding lines and columns of Form ECR-518. If the planted acreage of corn on a farm for which a corn allotment is determined is in excess of 10 acres and also in excess of the corn allotment the usual acreage will be entered in parentheses at the head of column F immediately above the letter F.
- C. EXCESS ACREAGE--ERRONEOUS ALLOTMENTS. In a limited number of cases, where through error in the county or State office the producer was officially notified in writing of an acreage allotment for a commodity which is larger than the allotment finally approved, and it is found by the committee that the producer, acting solely upon the information contained in the erroneous notice, planted an acreage to the commodity in excess of the finally approved acreage allotment, deduction for excess acreage will be made only with respect to acreage in excess of the allotment erroneously issued. The application for payment in such a case must show the finally approved acreage allotment and there must be attached to the application when submitted for payment the following:
  1. A statement signed by the operator or operators, in which is set forth (a) that the operator or operators planted in 1941 the acreage shown on the application for payment as a direct result of having received from the county or State office in writing prior to completion of planting, an acreage allotment for the farm as finally constituted which subsequently proved to be in error; (b) that the planting of the crop was completed prior to the date on which the finally approved acreage allotment for that commodity was received; (c) the date of the erroneous notice; (d) the date of the corrected notice; (e) the date on which the planting of the crop was completed.



2. The original copy of the erroneous notice which was mailed to the operator or a copy of such notice if original cannot be obtained.
3. A statement signed by a member of the county committee which sets forth the manner in which the error occurred and certifies that the statements of the operator referred to in "1" above are correct.

The approval or disapproval of a member of the State committee must be indicated on the statement when the application is released by the State office.

## II. SOIL-BUILDING PAYMENT.

The code letters and units of soil-building practices performed will be entered in columns H and I of Section IV from information in the corresponding columns on Form ECR-518. Entries in column K, lines 1, 4, and 5, will also be made from corresponding entries on Form ECR-518.

Each application on which practice code Z is entered should be checked to determine that:

- (a) a cotton allotment is shown for the farm,
- (b) the acreage planted to cotton is less than the cotton allotment,
- (c) the units of practice code Z is even (divisible by two), and
- (d) the number of producers sharing in the soil-building payment multiplied by two is not less than the number of units of practice Z performed on the farm.

## III. SECTION V OF FORM ECR-520. SIGNATURES OF APPLICANTS.

- A. NAMES AND ADDRESSES OF APPLICANTS. Type in lines 11c and 12c of Section V the name of each applicant who appears on the corresponding line of Form ECR-518. If more than two persons are interested in the payments or deductions computed for the farm, Form ECR-520 Supplement 1 should be used. Enter the address of each producer immediately below his typed name. The address should be the complete mailing address of the applicant, and in every case the name of the State must be shown.
- B. OTHER FARMS. The serial numbers which appear on Form ECR-518 in Section VII with respect to other farms in the county in which an applicant has an interest should be transferred to the column headed "Other farms" in Section V of Form ECR-520. Information relative to other farms in other counties or States will be set forth in Section VII of Form ECR-520. (See Form ECR-518 [Part IV], Section V, subsection B 1.) If the county committee has entered in Section VII of Form ECR-520 the notation "Multiple provisions recommended", the State committee will enter a statement of its findings, for example, "Multiple provisions approved" or "Multiple provisions not approved." Such entry will be signed by a State Committeeman or a representative of the State committee.
- C. SIGNATURES. Signatures of producers should not under any circumstances be obtained on applications prior to the time all the basic data have

been entered thereon. Section VI of this procedure contains detailed instructions relative to signatures.

IV. SECTION VI OF FORM ECR-520. DIVISION OF PAYMENT AMONG APPLICANTS.

- A. DIVISION OF SOIL-DEPLETING CROPS. In lines 11c and 12c (spaces headed "Share") of columns C, D, E, F, and G of Section VI, enter the data from the corresponding lines and columns of Form ECR-518. In every case where the name of only one applicant appears, the word "All" or the 1941 crop acreage or the allotment must be entered. If the 1941 acreage is zero, enter the word "All" or the allotment.
- B. NAMES AND ADDRESSES OF ASSIGNEES. The name and address of the assignee and the amount of the unpaid balance of the assignment should be entered in the spaces designated "Assignment and other deductions" in lines 11a and 12a, Section VI, from lines 11(b) and 12(b), respectively, on Form ECR-518.

Prior to the submission of applications for payment to the State office, there should be prepared an original and two copies of the list in numerical order of unpaid assignments. This list should show (a) the serial number of the application on which the name of the assignee appears; (b) the name of the assignee; (c) the name of the assignor, and (d) the amount of the unpaid balance. This list should be signed by a member of the county committee. One copy should be retained in the county office files and the original and one copy forwarded to the State office. The State office will forward the original to the Examining Section in Washington, D. C. Forms ACP-69, Assignment, are not to be forwarded with the applications to the State office but are to be retained in the county office files. The amounts of the assignments on the applications need not be in exact agreement with the amounts reported on the listing where the difference is due to the inclusion of accrued interest.

- C. INDEBTEDNESS TO THE UNITED STATES. Enter on lines 11a and 12a in the spaces designated "Assignments and other deductions" any notations of indebtedness of any producer to the United States, as indicated in the corresponding spaces on Form ECR-518 or in the county office register of indebtedness. The information should be given in the form illustrated in Form ECR-516 (Part IV), Section IV, subsection B. If Form No. ES-300 has not been received in the county in connection with any overpayment, the county committee should attach a statement of the facts to the application.
- D. DIVISION OF PRACTICE UNITS. Enter in lines 11c and 12c of column H (spaces headed "Share") each producer's interest in the soil-building practices performed. This information will be obtained from the column headed "Division of soil-building units" on Form ECR-518. If only one producer is interested in the application, the word "All" or the number of units must be entered in column H (space headed "Share") opposite his name.



- E. CONSERVATION MATERIALS FURNISHED. Transfer the data from the three columns headed "Conservation materials" on Form ECR-518 to the corresponding columns on Form ECR-520. If changes in the headings of these columns were made on Form ECR-518, the same changes should be made on Form ECR-520.

V. SECTION VII OF FORM ECR-520. ADDITIONAL COMMITTEE DETERMINATIONS.

In general, entries which are to be made in Section VII of Form ECR-520 will have been entered in Section IX of Form ECR-518 (Section VIII of Form ECR-518 Ky.); however, some determinations of the county committee may be entered directly on Form ECR-520. Counties are strongly urged not to make unnecessary certifications, especially in regard to signatures, for instance, in Section VII of Form ECR-520 and on attached sheets of paper.

Special reference should be made to instructions in regard to "additional committee determinations" in Form ECR-516 (Part IV), Section VI.

VI. SIGNATURES OF APPLICANTS.

- A. OBTAINING SIGNATURES. When the application has been filled in, the signatures of the interested producers should be obtained. Applicants should sign in lines 11b and 12b. Printed signatures and signatures by mark must be witnessed by one person who signs his name in his own handwriting. An applicant may witness the signature of any other applicant. Changes in signatures should never be initialed by anyone other than the applicant. Persons obtaining signatures of producers should see when the producer signs that each signature is correct and that it agrees (except for certain variations as illustrated below) with the typed name, or that the typed name is corrected properly.
- B. AUTHORITY FOR AND FORM OF SIGNATURES. The committee must determine that each person who signs an application in a representative or fiduciary capacity (as agent, attorney-in-fact, officer of a corporation, executor, etc.) is properly authorized to sign in such capacity. If the committee does not have knowledge of the fact that such person is properly authorized to sign in the capacity indicated, the committee should require documentary proof of authority. Documentary proof of authority in such cases may be returned to the producer or retained in the county office files with the county office copy of the application. It should not be forwarded to the State office.

The following points should be borne in mind in obtaining signatures of applicants:

1. Signatures of Individuals. A signature is acceptable provided it is decipherable to such an extent that when compared with the applicant's typed name it may be interpreted as reasonable identification of the person to whom payment is to be made. To say it another way, an illegible signature not appearing to be the signature of a producer other than the one whose name is typed in the appropriate space is acceptable.

It is necessary for a married woman to use her own Christian name rather than that of her husband. An application signed "Mrs. John Smith" is not acceptable, the proper form of signature being "Mrs. Mary A. Smith." The only exception to this rule is that if a married woman is signing an application in a fiduciary capacity, she may sign in the same manner that she has been designated in the court order or trust agreement, even though she is named as "Mrs. John E. Smith, Executrix of the Estate of John E. Smith, Deceased" or "Mrs. Henry A. Doe, Trustee for the Heirs of Henry A. Doe, Deceased."

The general rule with respect to signatures is that the signature must agree with the typed name. However, in view of the certification of the county committee in Section II of the application to the effect that "each signature in Section V hereof is that of the producer whose typed name appears immediately below the signature," certain variations as illustrated below are acceptable and special certifications relative to signatures are not to be attached to the applications nor entered in Section VII.

<u>Name of Producer as Typed</u>	<u>Acceptable Signature</u>
John W. Doe	J. Doe W. Doe J. W. Doe John Doe Wilson Doe John W. Doe J. Wilson Doe John Wilson Doe
John W. Doe, Jr.	John W. Doe, Jr. (and any form shown above with "Jr." added)
Mrs. Mary Doe	Mrs. Mary Doe Mrs. Mary Jane Doe Mary Doe Mrs. M. Doe

2. An Individual for Whom an Agent Signs. An agent who signs for a producer should repeat in his signature the name of his principal in the manner in which it has been typed. The agent should sign his own name immediately below that of his principal and add the word "agent" after his signature. Titles such as "manager" "overseer" and "operator" cannot be used for the reason that they do not indicate that persons acting in such capacity have sufficient authority to represent their principals in executing applications for payment. The wife of a producer who signs for her husband may not use the title "wife." She may, however, sign as "agent" if she is so authorized.



<u>Name of Producer as Typed</u>	<u>Acceptable Signature</u>
John W. Doe	John W. Doe by James Smith, agent  James Smith, agent for John W. Doe  John W. Doe by Mrs. Mary Doe, agent

3. A Partnership. A partner in signing for a partnership should repeat the name of the firm followed by the words "A partnership" in the manner in which the name has been typed, sign his own name immediately below, and add the title "partner" even though his name appears in the name of the partnership. A partner should not sign "James Jones and Son, A partnership, by William Jones, Son" or "Doe Brothers, A partnership, by John Doe, Brother."

<u>Name of Producer as Typed</u>	<u>Acceptable Signature</u>
John Doe & Son A partnership	John Doe & Son, A partnership, by John Doe, partner  John Doe & Son, A partnership, by George Doe, partner
John Doe & James Smith A partnership	John Doe & James Smith, A partnership, by John Doe, partner  John Doe & James Smith, A partnership, by Wm. Jones, agent  John Doe & James Smith, A partnership, John Doe, partner James Smith, partner

4. A Corporation. A person signing for a corporation should write the name of his principal in the manner in which is is typed and sign his name immediately below following with his title. One of the officers, i. e. the president, vice president, secretary, or treasurer of a corporation may sign an application for payment, and in the case of a bank the cashier or assistant cashier, trust officer or assistant trust officer, may sign. A clerk as such is not authorized to sign. He may, however, have power of attorney, in which case he should add to his signature the title "agent" but not "clerk." A farm manager may sign for a corporation if he is specifically authorized to do so.

<u>Name of Producer as Typed</u>	<u>Acceptable Signature</u>
Doe Bros., Inc.	Doe Bros., Inc. by John Doe, pres.
	Doe Bros., Inc. by James Smith, agent
	Doe Bros., Inc. by Henry Doe, treasurer
	Doe Bros., Inc. by Geo. Smith, manager

5. Sole Proprietor. The signature of a sole proprietor operating under a trade name should be affixed as follows:

<u>Name of Producer as Typed</u>	<u>Acceptable Signature</u>
Doe Company	Doe Company, by John Doe, sole owner
	Doe Company, by Henry Jones, agent

6. Guardian, Executor, Administrator, or other Person Acting Under Court Appointment. The name of a person appointed by a court order should be included in the typed name together with the full name of the ward or estate. The status of the ward should be indicated by including the word "minor" or "incompetent" as the case may be. In the case of an estate, the full name of the deceased person should be shown in both typed name and signature.

<u>Name of Producer as Typed</u>	<u>Acceptable Signature</u>
James Smith, Guardian of John Doe, incompetent	James Smith, Guardian of John Doe, incompetent
Henry Doe, Committee for John Doe, incompetent	John Doe, incompetent by Henry Doe, committee
Richard Roe, Executor of the Estate of John Doe, dec.	Richard Roe, executor of the estate of John Doe, dec.  Estate of John Doe, by Richard Roe, executor
James Smith and Henry Doe Administrators of the estate of John Smith, dec.	James Smith and Henry Doe, Administrators of the estate of John Smith, dec. by Henry Doe, Co-administrator



7. Estate for Which no Administrator or Executor Has Been Appointed or Where the Administrator or Executor Has Been Discharged. Producers who operate the farm as the heirs of an estate for which there has been no administration or the administration has been completed may be shown on the application as coproducers. In cases where one of the heirs or some other person has been appointed agent or trustee, the names of the individual heirs need not be shown but they may be designated collectively as "the heirs of the estate of John Doe, dec." If a person signs as agent for the estate of a deceased producer, he should always add the word "deceased" in order to distinguish the case from one in which the word "estate" appears as a part of a trade name. An agent may not sign on behalf of a deceased person as contrasted to the heirs of a deceased person. If the word "estate" appears as part of a trade name a notation to that effect should be made in Section VII of the application.

<u>Name of Producer as Typed</u>	<u>Acceptable Signature</u>
Heirs of John W. Doe, deceased, by James Smith, agent	Heirs of John W. Doe, dec., by James Smith, agent  James Smith, agent for heirs of John W. Doe, deceased
William Jones, trustee for the heirs of John W. Doe	William Jones, trustee for the heirs of John W. Doe

8. Agencies of State and County Governments. When an application is submitted covering a farm owned by a State or a county it should be clear from the typed name what county or State operates the farm. If an applicant is shown as "prison farm" or "county farm" such showing is not adequate as a check may not be drawn in this manner.

<u>Name of Producer as Typed</u>	<u>Acceptable Signature</u>
Brown County Farm	Brown County Farm by John Doe, Judge, Brown County Court  Brown County Farm by Richard Roe, Chairman of the Board of County Commissioners

- C. SIGNATURES NOT OBTAINED. If for any reason the signature of a producer who otherwise would share in a payment cannot be obtained to an application, a statement of the reason why such producer did not sign should be written in the space provided for additional committee determinations in Section VII. Example: "John Doe refused to sign" or "John Doe cannot be located."



VII. SIGNATURE OF COUNTY COMMITTEE.

- A. DATE ON WHICH APPLICATION WAS FILED IN COUNTY OFFICE. There should be entered in the space provided in Section VII of the application the date on which the application was signed by at least one of the producers and filed in the county office. The application is considered to have been filed in the county office even though only one of the persons interested in the farming operations has signed. The absence of the date will not be cause for suspension unless the application is received in the Examining Section after January 31, 1942.
- B. SIGNATURE OF COUNTY COMMITTEEMAN. A county committeeman having no interest in the farm or application, acting for the committee will sign the application in Section VII. In addition, the committeeman who signs the application for the county committee should initial any changed figures or erasures which appear on the application and which might have the effect of increasing payment to any producer or of changing the name or address of any producer or assignee. Whenever practicable, however, the application should be retyped rather than contain changed figures or erasures. Before any application is approved, careful consideration should be given to the representations of the committee in Section II as well as to the entries in Sections III, IV, and VI. The committee should also be sure that all applicable additional committee determinations have been stated clearly and concisely in Section VII of the application.

VIII. SUBMISSION OF APPLICATIONS TO STATE OFFICE.

- A. ECR-OFFICE FORM NO. 12, TRANSMITTAL SHEET. ECR-Office Form No. 12, "Transmittal Sheet" will be used in transmitting applications for payment to the State office in accordance with the instructions set forth in ECR-ADM-372 and Supplement 1 to ECR-ADM-372. Particular care should be exercised to see that when applications contain cross-references in Section V, all of the applications in the group are forwarded to the State office at the same time, unless Form ECR-519, Multiple-Farm Report, is submitted along with only a part of the multiple-farm applications, as provided below. In addition to the original and one copy of Form ECR-520 there will also be forwarded to the State office the original of each Form ACP-64 used as an order for conservation materials and Form ACP-119 (when required by the instructions in ECR-ADM-678).

- B. FORM ECR-519, MULTIPLE-FARM REPORT.

Form ECR-519, Multiple-Farm Report, has been approved for use by counties on an optional basis. The form was designed to make possible the release for payment of applications which have been completed and properly signed but which are cross-referenced with one or more applications not ready to be moved forward. It is recommended that county offices give consideration to the use of the form if it will facilitate the movement of multiple-farm applications. Counties which wish to make



use of the form should order the approximate number needed from the State office. When the form is used, the following procedure should be observed:

1. First, all applications on which the producer could possibly be computed a net deduction (because of overplanting or because of conservation materials) and all on farms on which any special crop was overplanted must be sent forward with the first group of applications in which the producer has interest.
2. If it is decided that the form will be used, it will be prepared as follows:
  - a. Form ECR-519 will be prepared in quadruplicate. The original and two carbon copies will be sent to the State office which will retain one copy and send the original and one copy to the Examining Section with the first group of applications in which the producer has interest. (The State office copies of such forms will be filed, by county, in the alphabetical order of the names of the producers.)
  - b. The State and county code number and the name and address of the producer will be entered on the lines in the upper right corner of the form, designated for such entries.
  - c. In column B will be entered the serial numbers of all applications on which the producer can possibly be computed a net deduction because of conservation materials and all on which any special allotment has been exceeded by such special crop. (In determining whether a producer will be computed a net deduction because of conservation material it should be borne in mind that the cost of conservation material will be deducted from the producer's payment after the increase in small payments and after the deduction of association expense.)
  - d. In column A will be entered the serial numbers of all other applications in which the producer has an interest.
  - e. No entries will be made by the county office in columns C through G.
  - f. In column H will be entered the names or the State and county codes of all other counties in the State or in any other State in which the producer has an interest, except that if the producer is other than an individual, a partnership, or an estate, an entry such as the following may be made: "XYZ Insurance Company has interest in farms in other counties and States."
  - g. The form will be signed and dated by a county committeeman.
3. When the first group of applications for a producer (which shall include all applications the serial numbers of which are listed in column B of Form ECR-519) is transmitted, Form ECR-519A,



Supplemental Multiple-Farm Report, executed in triplicate will be prepared by the county office and filed with the remaining applications in which the producer has interest. When the remaining applications are ready to be transmitted the original and one carbon copy of Form ECR-519A will be transmitted with such applications. If a third transmittal of a part of such multiple applications is required, an additional set of Form ECR-519A will be prepared. (The State office will send the original of the latter form to the Examining Section with the delayed group of multiple applications.)

4. If the State office determines that a net payment will be computed for the producer whose name appears on Form ECR-519 for any application which is listed in column B, such serial number may be "circled" in column B and then entered in column A. All applications represented by the remaining uncircled serial numbers in column B must be included in the first transmittal to the Examining Section.
5. If either the county or the State office finds that overplanting of special crops on certain farms could possibly affect the eligibility of the applicant for any parity payment or cotton stamp payment which might be computed for him on an application which was not transmitted with the first group, none of the applications should be moved forward until the remaining applications are received, unless it is requested that payments be made to other producers but withheld from the producer for whom Form ECR-519 has been prepared. If the producer is computed a net deduction for any reason on the first group of such applications, all should be held until remaining applications in which the producer has interest are available, unless it is specifically requested that the first group be moved forward in order that payments may be made to other producers on the applications.



The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, at Washington, D. C., on the 10th day of March, 1934.

The records of the Department of the Interior, Bureau of Land Management, at Washington, D. C., show that the following lands were patented to the United States by the State of California on the 10th day of March, 1934:

1. The State of California has patented to the United States the following lands:

(a) The State of California has patented to the United States the following lands:

(b) The State of California has patented to the United States the following lands:

2. The State of California has patented to the United States the following lands:

(a) The State of California has patented to the United States the following lands:

(b) The State of California has patented to the United States the following lands:

(c) The State of California has patented to the United States the following lands:

(d) The State of California has patented to the United States the following lands:

(e) The State of California has patented to the United States the following lands: